



IFIL Project-Coordinator

7.9.2014

IFIL, the *Initiative for Intercultural Learning (IFIL)*, is an independent non-profit organization, who has been promoting intercultural learning through organizing (intercultural) workshops and study trips since 2006. Every year young people organize study trips to any corner of the world with the support of IFIL. Participants of such trips are mostly students and young professionals with different backgrounds.

As a project-coordinator, you will be the gateway between the study trips and the association IFIL. You will take care of the study trip organizers and assist them in planning their study trip. Your task is to communicate the formalities of organizing a trip (timeline, budget, safety, emergency procedures, etc.) as well as helping the organizers to fulfill IFIL's study trip content requirements. You will help organize Capacity Building Days for the organizers. It would be a great advantage if you already had experience in organizing group travels. To sum it up, the task of a project-coordinator is to assist, oversee and complement the study trip organizers in their task of leading a group abroad and having a successful and safe trip.

Working in an honorary capacity: approx. 10%

Start: as soon as possible

Term: undetermined, minimum 1 year

Tasks:

- Interview potential organizers of study trips and evaluate their proposals
- Explain the timeline and tasks to the organizers, oversee their compliance
- Assist in structuring the content of the study trip, help evaluating risks of such a trip (requires some knowledge on political and sociological situations)
- Explain the budgetary, safety, risk (etc.) procedure to the organizers
- Be the first contact person for the organizers during the trip, assist in case of trouble
- Assist the organizers in preparing their trip's final account statement
- Help out with the association where necessary

We expect

- Passion for the work of IFIL
- Severe interest in working with a young and professional team in the field of intercultural management.
- Organizational talent, enjoyment of networking and upholding contacts
- Proactivity and teamwork capacity
- Responsible and independent workmode, but also participation in IFIL meetings

We offer

- Working in an honorary capacity in a young, professionally managed team of a multiple award-winning NPO
- Holding a board position and having the possibility to help form the association and come up with activities
- exciting, diverse and informative work within the field of intercultural management
- Collection of experiences in a crucial area of management.
- A dense network with other associations, organizations and private persons.
- Access to advanced training proposed by third parties (SAJV, Youth In Action etc.)

You can find more information on www.ifil.ch. If you happen to have any questions, don't hesitate to contact Kaspar Tobler, our chairman of the executive board (kaspar.tobler@ifil.ch). We look forward to hearing from you!