



ORGANISATION MONDIALE CONTRE LA TORTURE
WORLD ORGANISATION AGAINST TORTURE
ORGANIZACIÓN MUNDIAL CONTRA LA TORTURA

OMCT INSTITUTIONAL DEVELOPMENT AND FUNDRAISING UNIT

INTERNSHIP ANNOUNCEMENT:

Events Coordination and Individual Giving

The World Organisation Against Torture (OMCT), the largest international coalition of nongovernmental organisations fighting against torture, summary executions, forced disappearances and all other forms of cruel, inhuman and degrading treatment, is currently seeking to recruit a full-time Intern to aid its fundraising and institutional development activities. The period of this internship is for a **duration of 3 to 5 months, starting on 1 May 2017**.

Special focus: This internship is designed to specifically focus on event coordination and graphic design of promotional materials.

Location of work: International Secretariat of the OMCT, Geneva, Switzerland.

RESPONSIBILITIES

The intern will work under supervision of the Institutional Development Advisor (donor relations). The activities carried out as part of this position include, in order of priority:

1. **Organisation of OMCT Events:** To assist in the organisation of five exhibitions of a photo exposition, *Sous le Jasmin*, throughout Swiss Romande. You can learn more about the photos here: <http://omct-tunisie.org/activity/sensibilisation/sous-le-jasmin/>
2. **Design of Materials:** Design using Canva, PowerPoint and/or other similar basic graphic design tools to create brochures, fliers, web-pages, mailings, etc. related to activities, programmes, and events for the OMCT ;
3. **Project Development:** Assistance in working directly with Programme Staff to develop projects for identified institutional and individual donors ;
4. **Individual Giving facility:** Assistance on OMCT individual giving programme (annual fund, mailings, acknowledgments, annual report, online fundraising, etc.), and use and maintenance of the OMCT donor database and pipeline ;
5. **Donor Acknowledgments and Reporting:** Drafting thank you notes and ensuring all contributions are acknowledged; maintenance of donor database and donor files; and assisting with the tracking, compilation, drafting and editing of reports and other communications with donors ;
6. Any other tasks as needed for donor relations, or fundraising for the OMCT.

PROFILE

- High motivation and demonstrated interest in human rights and events coordination;
- A masters degree in international affairs/development, business, NGO management or related fields (or currently undertaking one) ;
- Full fluency in oral and written French (priority) and good command of English is required; fluency in German would be an asset ;
- Knowledge and use of simple graphic design tools (Canva and/or similar free software) and social media for promotion and/or parties/events;

- Excellent writing, analysis, and communication skills ;
- Ability to solve problems, take initiative, and organize priorities independently ;
- Full proficiency with MS Office (Word, Excel, and PowerPoint) required ; proficiencies with social media applications and/or online fundraising would be assets ;
- Ability to work under pressure, to meet deadlines and to adapt to multidisciplinary work in the environment of a multicultural team.

ELEGIBILITY AND APPLICATIONS

- Applicants must have a permission to work in Switzerland prior to applying and must already be based in or near Geneva to be eligible for consideration.
- Applications **should be sent at the latest by the 20th of April 2017**, only via email, to Radosh Piletich, Institutional Development Advisor (donor relations), at: rp@omct.org. Thank you for understanding that we cannot answer phone enquiries.
- In order for your application to be considered, please send an email indicating **"EVENTS COORDINATION INTERN"** in the subject heading, with the following attachments, in PDF:
 - a cover letter explaining your interest in and qualifications for this internship;
 - a CV/resume of maximum 2 pages
- Due to the volume of applications, only short-listed candidates will be contacted.
- Please note that, unfortunately, internships at the OMCT are not remunerated.