



INTERNATIONAL FEDERATION OF ORGANIC AGRICULTURE MOVEMENTS

**IFOAM Head Office**  
Charles-de-Gaulle-Str. 5  
53113 Bonn  
Germany

IFOAM calls for a

## Media & Communications Trainee

in cooperation with the *SÖL Traineeprogramm Öko-Landbau 2009/2010*  
supported by the German Ministry for Nutrition, Agriculture and Consumer Protection in the  
framework on the Federal Program for Organic Agriculture

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**1 November 2009 until 31 October 2010, IFOAM Head Office in Bonn, Germany**

IFOAM is the international umbrella organization for Organic Agriculture worldwide. IFOAM is offering a qualified person with University degree in communication, geography, agriculture, or administration the opportunity of a traineeship within the IFOAM Head Office. The aim of the traineeship is to become acquainted with mode of operations, aims and methods of an international NGO. The trainee will get the chance to familiarize herself/himself with several fields of activities of IFOAM through assisting the Executive Director, Advocacy Manager and Sr. Manager Human Resources.

This includes the following specific activities:

- Assisting the Executive Director focusing on external communication, e.g. networking with journalists and other media representatives interested in global organic topics and cooperation with IFOAM, including establishing a media databank.
- Assisting the Executive Director in all matters related to World Board communication including preparation of meeting agenda and minutes.
- Improving both the content and the visual appearance of IFOAM's website, promotion material, fact sheets and newsletters.
- Supporting the editor of the "Ecology & Farming" magazine, including acquisition of expert articles and advertisements.
- Assisting the Advocacy Manager in the preparation of the IFOAM contributions to events conference programs e.g. BioFach trade fairs (Nuremberg, Shanghai, Tokyo, Boston and Sao Paulo).
- Assisting in the logistics and organizational work where IFOAM is involved in international events, e.g. BioFach trade fairs, IFOAM conferences and seminars.
- Assisting the HR Manager in regard to HR quality management matters, e.g. developing a proposal for a salary scheme for IFOAM.

Furthermore, IFOAM will provide the opportunity for the trainee to collaborate in other work areas, e.g. international advocacy, the organic guarantee system as well as membership affairs.

The tasks are challenging and interesting since the trainee deals with many international institutions and IFOAM members from all around the world. The traineeship provides the opportunity to learn and develop new skills for the professional development of the trainee. The trainee will learn from IFOAM in-depth insights into the operations of a well-recognized international NGO, communication skills, project planning, implementation and reporting as well as interpersonal and intercultural relations. The traineeship also permits the trainee to acquire unique training opportunities through the cooperation with the German SÖL program,

e.g. in regard to leadership and global networking. The trainee will be part of the international IFOAM team.

The trainee must have a very good command in English, since it is the working language of IFOAM, and good computer skills (MS Office, Adobe Creative Suite and desktop publishing applications). The training courses offered by SÖL will be held in German, therefore, a good command in German is necessary. IFOAM expects the trainee to demonstrate interest in and aptitude for communication, strategic thinking, marketing, multitasking, Organic Agriculture and applied quality management as well as the willingness and ability to take on responsibility.

It is the intention of IFOAM to offer the trainee after the one-year traineeship a position in the HO team called **Media & Communication Coordinator** pending funding and qualification of the trainee.

The traineeship will start 1<sup>st</sup> November 2009 and lasts 12 months. The program provides a monthly stipend of 1000 Euro gross. The trainee will be located at the IFOAM Head Office in Bonn.

If you are interested in this traineeship, please apply online ONLY via the SÖL online portal [www.trainee-oekolandbau.de](http://www.trainee-oekolandbau.de) in English language **latest by August 15<sup>th</sup> 2009**.

More information about the SÖL Traineeprogramm is available under the same portal address.

In case you have any question about the trainee position, please contact Thomas Cierpka, Sr. Manager Human Resources & Administration under Tel: +49-228-92650-15, email: [t.cierpka@ifoam.org](mailto:t.cierpka@ifoam.org)