



## Communications internship at the Caux Forum 2019

### Developing Human Potential for Global Change

Location : Caux, Switzerland

Duration: 17 June - 30 July 2019 (dates subject to change)

Be part of the Caux Forum communications team this summer and gain valuable experience while broadening your network!

#### What is the Caux Forum?

Sharing personal stories in a safe place, taking the time to reflect, learning through service, and engaging with a wide network of changemakers from around the world: this is what over 1,500 participants experience every summer during the Caux Forum's [main events](#), dialogues and [training programmes](#).

Every year, people from diverse origins and backgrounds get together in the Caux Palace, high above Lake Geneva, to exchange views and stories and bring forward solutions to the world's needs. Caux catalyzes change: it encourages individuals to explore their inner strengths and their role as changemakers, under the principle that everyone has the potential to make a difference.

Check out the video about the Caux Forum [here!](#)

The Caux Forum is organized by the [Initiatives of Change Switzerland](#) with the [Initiatives of Change](#) network and its partners.

#### About the internship

As part of the communications team, you will primarily assist in the coverage of the Caux Forum main events and training programmes. We are therefore looking for aspiring:

- Video artists
- Photographers
- Designers
- Social media experts with multimedia production skills
- Writers for reports and website articles and stories
- Livestream /broadcasting experts



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You will attend every session of the event you will be assigned to, gaining exposure to a wide array of topics and experts, which will help expand your knowledge and your network. With more than 100 nationalities represented you will be able to meet changemakers from around the globe and perfect your intercultural communications skills while interviewing them to share their amazing stories in a report or on the Forum's social media platforms. Build up your portfolio while inspiring others and learning new skills!

The Caux Forum offers a unique multilingual and cross-cultural experience. Working in a dynamic team, you will get hands-on experience in terms of international communications. Apart from learning from each other's skills, you will also be offered training in:

- Basic principles of event photography
- Event reporting
- How to conduct interviews
- Leadership skills
- Social Media Engagement and Livestream system
- Drupal- website content management system (depending on need)

*Depending on roles main responsibilities will include assisting in:*

- Covering Caux Forum events and programmes by writing overall summary and highlights for the website,
- Conducting interviews of speakers and participants
- Drafting press releases
- Creating a highlights video of each event (if experience permits)
- Producing content for Social Media platforms and manage community engagement
- Maintain the [www.caux.ch](http://www.caux.ch) website with the latest Caux Forum news
- Take photographs, edit them and tag and archive them using Lightroom
- Produce small design features for the Caux Forum participants (on screen announcements, small flyer etc...)
- We welcome your creative ideas for any communication project you would like to take on relating to the promotion of the Caux Forum

### **What former interns say:**

'Caux isn't just about the conferences. It's about the people that you meet and the conversations that this space enables. Personally, this was the most enriching thing that I experienced. Not only was I fortunate enough to work within a very supportive and talented team, but I also mad great friends from several continents, which gave me an insight into many cultures that I had not previously had contact with. In Caux, there are no barriers, only people, and it's for this very reason that so many people come back every year.' – ANNE, Ireland



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'Luckily for me, it was part of our tasks as communications interns, to attend all the conferences taking place in Caux over the summer, which proved to be very enriching. I discovered a lot about a wide range of topics such as land degradation, leadership, and child advocacy. Most of all, I really became aware that I am concerned with these issues, even though land degradation or child abuse is not happening around me. I am responsible for taking action, even if it is a very small one. This is what I bring back from Caux, along with a lot of new friendships with the amazing people I met there, starting with my outstanding communications colleagues!' – ELODIE, Switzerland

Want to get a closer look what a day in Caux might be like? Check out the [video here](#)

*Desired profile:*

- Recent graduate or currently enrolled student in Communication / Marketing/ Multimedia production/ Graphic Design Degree/ International Relations/Journalism or related
- Previous experience in an international, multicultural environment
- Previous experience at an international conference
- Knowledge/interest of international affairs and /or other topics covered by the Caux Forum
- Prior lofC experience a plus

*skills:*

- Candidates must be able to work both independently and collaboratively in a fast-paced environment with rapidly shifting priorities, and demonstrate a willingness to work flexible hours, according to programme needs.
- Strong organizational skills
- Flexible
- Team oriented and able to function well in a multilingual and multicultural environment
- French or English mother tongue, good command of the other language
- For writers: excellent writing and editing skills in French and English, web writing an asset
- Knowledge of the social media environment and community engagement
- Knowledge of Adobe Creative Suite (Indesign, Photoshop, Premiere, Lightroom)

*Would be an asset:*

- Knowledge of German

**Terms and conditions**

**Applicants should have Swiss citizenship or a valid work permit for Switzerland, or enrolled in a university/school and needs this internship to fulfil their programme.**



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The internship is full-time. The position is unpaid, but the successful candidates will be provided with free on-site accommodation at the Caux Palace, all meals and onsite transportation, as well as excellent networking opportunities with the international participants of our events and programmes.

The communication team will consist of 4 to 8 Trainees, and 3 permanent staff. Working hours depend on need of conferences, can be irregular and include work on the weekends. Regular time off will be ensured.

### How to apply

Please submit your CV, a motivation letter (in English) and a writing sample of approx. 300 words (in English or French) or a video about one of the Caux Forum events or a link to your portfolio showing your photos/design work/videos to [hr@caux](mailto:hr@caux) by **31 January 2019**. mentioning the title of the position in the subject line.

### Looking forward to your application!

Please note that due to a large amount of applications, we will only be able to answer to selected applicants. Thanks for your understanding!