

## Information Technology Internship

5 months internship at 50%-100%, depending on availability, based in Geneva or Caux, Switzerland

Initiatives of Change (lofC) Switzerland is an independent officially recognized Swiss foundation, based in three locations in Switzerland: Caux, Geneva and Kriens. It organizes year-round programs and events across Switzerland, specifically in the areas of peacebuilding, reconciliation and ethical leadership through trust building and dialogue facilitation. The Foundation owns a historic landmark in Caux (Caux Palace) where every summer it organizes its flagship event, the Caux Forum, in collaboration with the global initiatives of Change network and its partners.

As a support to the IT service, lofC Switzerland is looking for an **Information Technology (IT) intern**, based in Geneva and in Caux during the Caux Forum.

You will be trained to help with any IT support request (network connectivity, device configuration, equipment maintenance, information system management, etc). Being part of this team will also give you a first experience of IT management of a conference centre.

If you are **passionate** about **Information technology** and support; If you have **troubleshooting skills**, **adaptability** and a **taste for support** activities; If you are **ready to work in a small and dynamic team**, we want to hear from you!

### Main responsibilities:

- Support the implementation of the information technology strategy
- +st level of support for the foundation staff with IT related issues
- Assist in the maintenance IT systems

### Profile:

- French or English mother tongue, excellent command of the other language.
- Information Technology system experience
- Recent graduate or enrolled student
- Swiss or valid working permit in Switzerland

### Soft Skills:

- Strong organizational skills
- Strong analytical and problem-solving skills
- Very good communication and interpersonal skills
- Flexible
- Attentive to detail

### Building trust across the world's divide

lofC Switzerland is registered as the CAUX-Initiatives of Change Foundation

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- Values-driven

**Would be an asset:**

- Prior IofC experience
- Knowledge of and interest in conference centre operations

**We offer:**

- A great opportunity to learn in an inspiring international environment
- A highly motivated and supportive team
- Flexible working time
- Based in Geneva and in Caux during the Caux Forum

**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. This internship is not paid as unfortunately our budget does not allow it but this internship is seen as a way to gain practical experience in parallel to your studies or as a first experience as a recent graduate. We will do our best to train you and to guide you. Local transportation costs will be covered. During the Caux Forum accommodation, food and travel costs are included.

**Starting date:**

As soon as possible

Send your application to Laurent Fontaine, IT Manager at [laurent.fontaine@caux.ch](mailto:laurent.fontaine@caux.ch) by 8 March 2019 with your resume, a cover letter, your certificates and diplomas.

Don't forget to mention "IT Internship" in the subject line.

We look forward to your application!