

Volunteer Meeting/Event Organisation

Background

We are the world's largest grassroots environmental network, uniting 76 national member groups and some 5,000 local activist groups on every continent. With over 2 million members and supporters around the world, we campaign on today's most urgent environmental and social issues. We challenge the current model of economic and corporate globalization, and promote solutions that will help to create environmentally sustainable and socially just societies.

The Friends of the Earth International Secretariat supports and strengthens the network's campaigns and other activities through fundraising, campaign coordination, workshops, translations, electronic communications, information collection and dissemination, database maintenance and publications. The work of the international secretariat depends heavily upon volunteers.

Within the International Secretariat of FoEI, the Membership and Program team is responsible for the coordination and the facilitation of the work of the international program coordinators and of the 76 member groups. In this framework, we often organise and facilitate the participation of our members in international meetings.

We are therefore looking for someone to support us in this aspect of our work and also to help us standardizing our procedures.

This volunteer work could be a very unique learning experience well suited for a student specialised in international events organisation or international travel studies. As we are a small team (4 persons), this person will get the chance to be really involved in our team work and to participate in improving its efficiency.

Job description

- Support to participants: visa arrangements, support in travel arrangement, registration, etc.
- Support in logistic organisation, coordination and communication with local member groups (and individuals), etc.
- Support in standardizing our documents (create templates), procedure and design useful tools or improvements of our procedures.
- Eventual support in evaluation of the events/meeting.

Personal specification

We are looking for someone...

- Ideally available for one day a week;
- Someone with a service orientated mind: able and willing to support people with very different requests from different part of the world (different cultural background);
- Willing to learn more about international event's organisation;
- Creative and flexible;
- Interested in FoEI's world vision and climate issues;
- Fluent in English and ideally Dutch, Spanish or/and French.

What we offer...

- A truly interesting and challenging international learning experience;
- Be part of a team;
- A way to learn about our organisation, environmental and social justice issues.

Ideally we are looking for someone to start in March 2011, for one day a week.

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