



World Council
of Churches

INTERNSHIP PROGRAMME

2018-2019

Geneva, Switzerland

WCC Internship Programme

The WCC is a fellowship of 348 member churches who together represent more than half a billion Christians around the world. As members of this fellowship, WCC member churches:

- are called to the goal of visible unity in one faith;
- promote their common witness in work for mission and evangelism;
- engage in Christian service by serving human need, breaking down barriers between people, seeking justice and peace, and upholding the integrity of creation;
- foster renewal in unity, worship, mission and service

The WCC internship programme provides an opportunity for member churches to realize these objectives. Member churches are invited to send in applications of young people **actively involved** in church and ecumenical relations to the WCC internship programme. Its overarching goal is to **strengthen church and ecumenical relations** with the churches and create benefits for young people through:

- capacity building
- ecumenical formation
- regional relations
- international and multicultural exposure
- leadership building for work in the churches

Term of Internship

The 18-month programme welcomes four young people (aged 21-29) to work at the WCC headquarters in Geneva, Switzerland for 12 months followed by a six-month work placement in one's own country. The programme is divided **into three components; programmatic work project, ecumenical formation, and local work placement**. Each intern is assigned a specific work project in one of the programme areas of the WCC. They carry out their tasks in cooperation with programme staff, one of whom will supervise each intern. The formation component is integrated into the work plan of the interns and designed to provide a comprehensive overview of the ecumenical movement. The final component involves close cooperation between the WCC and the sending member church/organization in creating a work placement for the intern in their local context. The local work placement is a critical aspect of the internship programme as it ensures the intern can share his/her ecumenical experience and expertise with their church and community. It also provides a strong linkage between the WCC, the local member churches, and the ecumenical scene in this context.

Work Areas

The WCC internship will be offered from July 2018 to December 2019. In Geneva, for July 2018- July 2019, the interns will be expected to work in one of the following programme areas (not in order): *Please note that work area matching process may change with prior notice.*

- A. **Communication**- Contribute to the work of the communication team and the WCC in the area of web and social media, while learning about, and consolidating her/his own participation in, the ecumenical movement.
 - Communication skills, especially writing and speaking in English
 - Team work
 - Open personality being able to work in a collaborative way in the WCC and in the Communications team
 - Capacity and willingness to handle administrative tasks

- B. **Health and Healing**- The WCC's health and healing programme facilitates networking and dialogue to promote health and healing for all people. Throughout 2017 and 2018, the WCC is developing a global ecumenical health strategy to meet continuing and new health challenges worldwide.
- Data collection and analysis
 - Documentation and Report writing
 - Has knowledge and strong interest on Global Health issues
- C. **Just Community for Women and Men**- Building just communities of women and men is a priority in all activities of the World Council of Churches as it sets out on a Pilgrimage of Justice and Peace in response to the call from the WCC 10th Assembly in 2013.
- Team work and can work with less supervision
 - Strong interest in Gender Justice
 - Has experience working on gender relations
 - Undergraduate or graduate studies in a relevant field is an advantage
- D. **Commission of the Churches and International Affairs**- The CCIA provides a platform for information-sharing and joint advocacy on critical situations and on opportunities to support initiatives for peacemaking, justice and overcoming poverty.
- Have undertaken undergraduate or be undertaking post-graduate study in a relevant field (international relations, law, political science etc)
 - Interest in one or more of the areas and issues on which CCIA is working on
 - Fluent English language skills (oral and written)
 - French, Spanish or other United Nations language ability would be an asset.
 - Demonstrate research and analytical skills.

As part of the ecumenical formation component, interns are expected to learn about the following topics:

- History of the ecumenical movement
- Worship and spirituality
- Social justice in the ecumenical movement
- Current challenges
- Learning about the different confessions

Ecumenical exposure visits will also be organized to provide a different perspective on church and ecumenical relations and create a platform for discussion and learning by the interns.

Criteria

Applicants must be between 20 and 30 years old at the time the internship begins; is actively involved in their local church context, ecumenical experience is an advantage; hold an undergraduate degree and is not enrolled in the university during the internship period; be able to work in English; knowledge of one of the other WCC's working languages (French, Spanish or German) is desirable; be able to work with flexibility and an open mind in a multi-cultural environment; have the capacity and willingness to handle administrative tasks; be computer literate; have communication skills (spoken, but also written).

Financing

The WCC is responsible for the **following benefits**: Living allowance comparable with a student allowance; return economy travel to Geneva from home city; all costs associated with visas and work permit; cost of bringing 30kg of personal items and effects not included in airline allowances – for both travel to Geneva and return to home city; health insurance; fully furnished housing.

Checklist (enclosures)

All completed applications require the following documents. Make sure you have them ready and in order before sending to our office. Only completed applications will be considered.

- Completed Application Form
- Recent curriculum vitae/resumé
- University Diploma (undergraduate and/or graduate)
- University Transcript of Records
- Three (3) recommendation letters
 - One from your church (*the letter should indicate the church's statement and plan of action to develop the applicant after the Programme, when accepted to serve as intern*)
 - One from an ecumenical body
 - One from the academe (*university professor, academic adviser, etc.*)
- A copy of Passport (*Make sure your passport is valid six months from July 2018 onwards. If you don't have a passport yet, if accepted to the Programme, you are required to acquire it by March 2018.*)



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Passport photo

INTERNSHIP PROGRAMME APPLICATION FORM

Please type or write clearly (in English). A completed application form may be sent along with the required enclosures by e-mail or printed and sent by post or fax. Due to the volume of applications normally received, we cannot acknowledge receipt of each individual application. Thank you for your patience and understanding.

Internship you are applying for:	
<input type="checkbox"/> Communication <input type="checkbox"/> Health and Healing <input type="checkbox"/> Just Community for Women and Men <input type="checkbox"/> CCIA	
1. Personal information	
Title: (Mr, Ms, Rev., etc.)	Family/surname: (as in passport)
First/given name/ (s): (as in passport)	Maiden name: (if applicable)
Sex: <input type="checkbox"/> female <input type="checkbox"/> male	Civil status: <input type="checkbox"/> single <input type="checkbox"/> married
Date of birth: (day/month/year)	Town and country of birth: (as in passport)
Belong to an Indigenous Peoples Group <input type="checkbox"/> yes <input type="checkbox"/> no	If yes, please specify your people/tribe/Ethnic Group/nation
Nationality: (as in passport)	Full name of passport country:
Passport number:	Place of issue: (city, country)
Date of issue: (day/month/year)	Valid until: (day/month/year)
Faith community: (full name of national church/diocese/denomination)	
2. Contact information	
Street address:	
Postal/Zip code: (if applicable)	City:
State (if applicable):	Country:
Telephone: (country code, area code, #)	Mobile: (country code, area code, #)
E-mail address:	Skype, Hangouts, Whatsapp account: (for possible interview)

3. Language**Mother tongue:****Self-assessment of language skills** (use the underlined codes) ***Basic user:** A1 (beginner) or A2 (elementary) **Independent user:** B1 (intermediate) or B2 (upper intermediate) **Proficient user** C1 (advanced) or C2 (proficiency)

Skills:	Understanding		Speaking		Writing
	Listening	Reading	Spoken interaction	Spoken production	
English					
Spanish					
French					
German					
Other					

4. Computer competency**List all applications and level of competency:****5. Education****a. Full title of university degree (s):****Full name of the issuing university(ies):****Country of issue:****Date of issue:****b. Full title of graduate degree (s), if applicable:****Full name of the issuing university(ies):****Country of issue:****Date of issue:**

6. Other information
Current profession or occupation: (If senior student, please specify field of study)
Ecumenical experience:
Other relevant information that should be taken into account in considering your application:
Special needs: (Person With Disability, medical condition, dietary needs, etc.)
How did you find out about the Internship Programme?
7. Essays Please answer the following on separate sheets (minimum of <u>500 words</u> for each response):
Describe yourself. Include your involvement in youth work with your church and ecumenical bodies at a local, national, regional, or international level.
Name three issues and concerns that young people face in your country, in the order of priority. Explain each.
If selected as an intern, in what way/s will you contribute to the Programme? In your home context?
Send in a proposal of your planned project for your local placement back to your home country.

<input type="checkbox"/> I testify that the information I have given in this form is true and accurate and that, if accepted, I agree to abide by the conditions governing the World Council of Churches. <input type="checkbox"/> I confirm that I will stay for the full duration of the Internship Programme. <input type="checkbox"/> I understand that the WCC will provide accommodation, food, and stipend for the period of the programme. WCC will also cover visa(s) costs, airfare to/from Geneva, Switzerland, and luggage insurance. Any other expenses, including passport and related expenses such as vaccinations, telecommunication costs, are my own responsibility. <input type="checkbox"/> I commit to contribute to the work of my church/National Council of Churches/Ecumenical Youth Organization after the WCC Internship Programme and write a summary of the project for the WCC Youth Desk.	
Date:	Signature:

Send this application form with the required enclosures by post or fax to:

World Council of Churches
Youth Engagement Office
150, route de Ferney - PO Box 2100
1211 Geneva 2, Switzerland
Tel: +41 22 791 6209
Fax: +41 22 710 2057

Or send it electronically to :

E-mail: Youth@wcc-coe.org

Only COMPLETED APPLICATIONS, accompanied by the mentioned enclosures and received on time, will be considered. Please do not send your application more than once.

Deadline: March 15, 2018