



**YFU France is looking for a full-time intern
starting Feb. 1st 2010**

Duration : 6 months

Main tasks :

- Promoting YFU outbound program
- Handling of the student files
- Treating the visa procedure
- Supporting natural families and future exchange students
- Communication with our partners throughout the world
- Communication with the French volunteers

General requirements :

- The intern must be used to working independently and efficiently
- Creativity, flexibility and a good sense of humor are a must-have
- Good knowledge of Microsoft Office (especially Word and Excel)
- Good communication skills (especially in telephone communication)
- Any experience as an exchange student with YFU would be a plus!

Language requirements :

- Good knowledge of French
- Good English skills

Special requirements :

- This internship position is *exclusively open to students* and therefore the intern must be enrolled at a school and should have a contract between the school and the student. This contract should clearly say that the internship is required by the school and it must be signed by the school representative, the intern and YFU.

Lodging and allowance :

350 €/month based on a 35 hour working week and 10 days of holidays during the internship.

All work-related expenses (including a metro pass of the Paris area) will be covered by YFU France as well as 2/3 of the meal vouchers which amount to 7 € per workday, i.e. the intern will pay 2 €.

We can help the intern to find an accommodation. Travel costs to France and back are the intern's responsibility as well as the Insurance coverage and a visa for France.

If you're interested in working with a dynamic team and make an enriching intercultural experience, please send your CV and a letter of motivation asap to

n.director@yfu-france.org

If you have any questions about the internship, feel free to write to the same address.