

Dear all IB international students,

Arcada has a new internship mode for international students, this helps you get a good internship in Finland. The first company that we launched the internship model with was Quuppa and 2 interns started there in September. The feedback has been great and the second interns are already chosen and will start there in January. Now we have a new company that we have signed an internship agreement with. This time it is the **Finn Church Aid** and they offer a position as an **Executive Assistant** (see below for more info on the position) with very diverse tasks so this applies to students from **all our majors**. This means that this year 3 international students will be able to participate in this pilot project and get their 30 study credits from 20 weeks of internship. We will now choose candidates for the two first internship periods. **These internships are non-paid but gives you 30 study credits and experience of working in a Finnish company as well as a credible Finnish name on your CV.**

The internships' starts:

1st intern: January 9th – May 29th

2nd intern: May 15th – October 2nd

These two internships are applied for at the same time. Please note in your application which is your preferred time, look at your study plan and see how it fits your studies. Arcada will also be flexible if you have to study and work at the same time.

Application time:

October 25th – November 20th

Interviews for applicants November 28th.

Send your application letter and CV to linn.hongell@arcada.fi

<https://www.arcada.fi/en/article/cooperation/2022-06-21/arcada-strengthens-position-international-students-finnish-labour>

Best regards, Linn Hongell

Internship – Executive assistant

Are you interested in internship in an international organization? We are looking for an intern to work as an Executive assistant in Finn Church Aid. We offer versatile assignments in supporting Executive Director, Management team and the whole organization.

Main tasks include:

- coordinating schedules, internal and external events
- travel planning and practicalities
- meeting arrangements for Global Leadership Team and Board of Directors
- assisting in annual budgeting
- reviewing and submitting invoices and claims
- communication towards Finnish Patent and Registration office
- updating FCA's agreement and decision registers
- internal and external communication

We value:

- persistent, hands-on and can-do attitude
- good interpersonal and networking skills
- service-minded, proactive and being able to work independently
- excellent writing and speaking skills in English
- knowledge of Finnish, Swedish and/or French is considered an advantage

The intern position is based in Helsinki and there is a possibility to work remotely.

Finn Church Aid (FCA) is Finland's largest development co-operation organisation and the second biggest organisation in Finland working in humanitarian aid. FCA is a founding member of the international aid alliance of churches, ACT Alliance. We seek positive change by supporting the most vulnerable people in fragile contexts. We specialize in supporting local communities' right to peace, livelihoods and quality education.

FCA practices zero tolerance against child abuse. FCA's Child Safeguarding Policy applies to all FCA staff. FCA has zero tolerance concerning aid diversion and illegal actions and may screen applicants against international lists to ensure due diligence and compliance with Anti-money Laundering and Combating the Financing of Terrorism requirements.

FCA is certified against the Core Humanitarian Standard on Quality and Accountability (CHS).