

## **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 e.g. Global Leadership Team and Board of Directors
- assisting in budgeting and reporting
- 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).*