

**BVS/BRETHREN SERVICE
PROJECT FORM**

Name of project/organization: PAX CHRISTI INTERNATIONAL

Address: Oude Graanmarkt 21, 1000 Brussels, Belgium

Phone: **32/2/502.55.50 Fax:--32/2/502.46.26

E-Mail or Web Site Address: www.paxchristi.net hello@paxchristi.net

BVser's job title: **Internship in Media, Publicity, and Communications**

BVser's immediate supervisor: Greet Vanaerschot

Job description:

List specific duties the volunteer would be required to do. If duties are flexible according to the skills and interests of the volunteer, please state this.)

Pax Christi International is looking for an enthusiastic and dedicated individual to fulfil a full time intern position for the period of at least one calendar year. Any applicant must be willing and able to work on a variety of tasks associated with the work of an international movement. Emphasis will be placed on tasks associated with English editing and publicising the work and presence of Pax Christi on an international level through creative use of print, electronic, and other media

Tasks

- * To edit the English language of all the correspondence, documents, reports and publications. This is a daily task which takes up 50 % of your time.
- * To assist the other staff members with the publications of statements, policy papers.
- * To produce press statements and organise press contacts.
- * To work with the Pax Christi International co-ordinator and systems administrator to ensure that the Pax Christi International webpage is creative, effective, and up to date. The intern is expected to be the main creative force behind the webpage.
- * To work as part of a team to offer advice and expertise on any publications Pax Christi International produces. These include two regularly appearing publications (a monthly newsletter and a quarterly publication concerning youth activities) and other ad hoc publications on a wide range of subjects.
- * To assist other staff members of Pax Christi with various tasks that help to publicise the work of Pax Christi and advance the causes of peace and reconciliation in the international arena.
- * To update and manage the address system
- * To assist with various ad hoc tasks deemed important to the work of Pax Christi International

List minimum requirements re: education, skills, abilities, experience, physical requirements, etc.

Qualifications Required

- * English : mother language
- * Strong writing and communication skills
- * University degree or equivalent
- * Ability to think creatively

- * Ability to work in close co-operation with others
- * Ability to meet deadlines
- * A desire to work in a non profit, non governmental, international organisation that promotes peace and social justice

Additional Non-Essential but Desirable Qualifications

- * A degree in Communication Studies, Advertising, or Journalism
- * Experience in the publishing field
- * Previous hands-on experience with webpage design
- * Knowledge of other languages (for instance French, Spanish)

Description of project/organization:

Please include overall purpose or goals of your organization, description of programs, brief history, size of your organization, brief description of your location/area, and anything else you think would be helpful and would attract prospective volunteers.

Pax Christi International is an international non governmental organisation (NGO) whose goals are to improve the condition for peace and reconciliation processes throughout the world.

To achieve its goal Pax Christi is constantly involved in bringing people together through projects directed at:

Solidarity: visits and fact-finding missions to be with those suffering violence and injustice, and to report back to the wider world.

Dialogue: offering opportunities for leaders of communities, especially in conflict areas, to listen and learn from one another so together they can help their different communities to find a way towards reconciliation.

Training: exchanges and experiences where people can confront old prejudices and develop new skills as future peacemakers.

Advocacy: speaking up for human rights, justice and disarmament in the United Nations and other international institutions where the decisions are made, also on the national level through the national chapters.

Networking: with those in every country who are working for peaceful alternatives to violence.

International secretariat in Brussels:

In addition to an internship for people from the south, the Brussels International Secretariat works with volunteers from countries outside of Europe. In the past few years it has welcomed full-time volunteers from Germany, Great Britain, the United States, New Zealand, Bosnia, Pakistan, the Philippines, and Japan. Documentation and news are available on the electronic network.

Housing for volunteer:

- _____ in community
- _____ in independent apartment
- _____ on project site
- _____ with family
- ___x___ other

Description of housing:

Separate bedroom

Shared living, kitchen, bath room

Other comments:

Candidates must be willing:

* To live in Brussels, Belgium

* To travel, and to attend occasional weekend and evening meetings

* To make at least a 12 month commitment