IF Global

Native City:

Brussels

Activities and mission of the organization:

The International Federation for Spina Bifida and Hydrocephalus (IF was founded by people with spina bifida and hydrocephalus (SBH) and their families in 1979. Over the years, it has grown from a voluntary association into a professional disabled people’s organisation with global coverage, democratic structure and transparent and accountable processes. IF’s fast-growing membership now includes 51 organisations in Africa, Australia, the Americas, Asia and Europe. The majority of IF member organisations are led and governed by adults with SBH or parents of children with SBH.

IF’s mission is to reduce the incidence of spina bifida and hydrocephalus by primary prevention, and to improve the quality of life of people with SBH and their families through human rights education, political advocacy, research and community building.

Sector of the organization:

Human Rights, Health and Disability, Communication

Location of the project:

IF’s office is located in the center of Brussels (between the Central and Midi train stations, easily accessible by public transport) in a multicultural setting. Our colleagues come from different parts of Europe and speak several languages. Due to the international nature of our work, the volunteer will have an opportunity to learn about different cultures and their particularities.

Be aware though that your host family will very likely be living outside the capital city.

Office environment:

Our staff consists of 7 people.

Benefit from the volunteer:

The consultation with members has identified the need to invest resources in developing the activism of young people with spina bifida and hydrocephalus at the national level. This long-term investment will ensure sustainability of IF and reinforce its legitimacy as the NGO of people with SBH and their families. We are looking for a volunteer experienced in working with young people to develop this strand of our work under the supervision of the Communications officer and European Programme manager, and in close cooperation with all colleagues.

Tasks of the volunteer:

• Supporting the implementation of the IF external and internal communication plan; providing input for our monthly newsletter;

• Drafting and proofreading news for the web and press releases;

• Contributing to the creation, editing and management of accessible information through various communication tools

(website, newsletter, publications);

• Updating Web 2.0 tools such as Facebook, Twitter, Pinterest;

• Seeking new ways to increase IF’s visibility; be curious about what the Web 3.0 has to offer;

• Building a multimedia database and assisting in Google Apps;

• Daily media monitoring and research to feed in internal communication tools;

• Supporting members’ relations management;

• Building and updating IF contacts database;

• Supporting IF campaigns and events;

• Following-up projects, drafting minutes, when necessary.

Working hours during a normal day:

Working hours: 10 am - 4 pm from Monday to Friday

Specific skills volunteer should have:

* The applicant must be enrolled at the university (BA or MA), preferably as a student in Communications/Journalism/European studies education;
* Basic level of EU and UN health policy knowledge and understanding (however, this is not a volunteer position for policy experts);
* Excellent writing skills in English (native speaker level), knowledge of another EU language is an asset;
* Exquisite conversational skills to use with members and external stakeholders;
* Good understanding of information architecture; Website ergonomics and accessibility;
* Knowledge of Web 2.0, photo editors, Adobe Creative Suite, CMS environment; design and multimedia skills are an asset;
* Experience in a busy international environment is a plus;
* Proven interest in Human Rights and social affairs.
* Strong proactive and a -can do- attitude;
* Sociable and flexible, cooperative working approach, teamplayer;
* Good references.

**Candidates with disabilities are strongly encouraged to apply and are guaranteed an interview if the above requirements are met.**

Level of language skills:

Excellent level of English

Volunteer’s benefit:

The volunteer will learn about the life in a small (but with a global coverage!) NGO, including working with national members, global experts and the European Union stakeholders. S/he will improve her advocacy and campaigning skills with an emphasis on representing the rights of the most underprivileged groups in the society. We can offer the increasingly independent working environment to a motivated self-starter who is not afraid to learn and face challenges. The volunteer will also receive exposure to the wider international Brussels environment and get an opportunity to undertake some European travel for IF.