



The Peter and Friedel Grützmacher (F&P) Internship for International Partner Relations in Givat Haviva, Israel

About Givat Haviva

Givat Haviva is a non-profit organization founded in 1949 as the national education center of the Kibbutz Federation in Israel, dedicated to promoting mutual responsibility, civic equality and cooperation between divided groups in Israel as the foundation for building a Shared Society and a sustainable and thriving Israeli democracy. A leader in its field, Givat Haviva is internationally recognized and has been granted Special Consultative Status to the UN Economic and Social Council (ECOSOC), and is a recipient of the UNESCO Prize for Peace Education for its longstanding work in promoting Jewish-Arab dialogue and reconciliation.

The Resource International Relations and Development Department maintains relationships with Givat Haviva's friends and donors abroad, procures third-party funds and is constantly developing new fundraising opportunities. Together with the operational departments and the PR-team it provides donors, the circle of friends and the general public with the latest information about our work and thus ensures Givat Haviva's external impact. Givat Haviva's network ranges from private individuals to the Givat Haviva Circle of Friends, political and private foundations to all levels of public administration and governments in Europe, the USA and Canada.

The internship is part of the administrative staff of the International Department. The area of work mostly includes working together with the staff in the maintenance of Givat Haviva's extensive networks of partners and donors, in public relations and fundraising towards Europe. The location of this internship is the Givat Haviva Campus in Israel.

The Position

As an intern, you support the International Department and Resource Development Team in maintaining the European, mostly German speaking contacts. In addition to the usual office work, you can look forward to helping with foreign visitor groups and political delegations as well as delegations from our donors visiting the Givat Haviva campus. In the run-up to the visit, you hold contact to the fundraisers in Europe and the US, and in cooperation with the Givat Haviva staff, determine the content requirements for the visit programs. You create PR-compatible reports on Givat Haviva's project work and help to ensure a continuous flow of information about this work to the professional fundraisers.

As an additional challenge, you can expect tasks in PR, (academic) research and fundraising. You will draft press releases, newsletters and information brochures (especially in German) and support the professional fundraisers in Europe and the US with administrative groundwork and translations of funding proposals, reports and public relations. You also maintain contact with the circle of friends in Europe and actively participate in research and acquisition of private and public funding. If necessary, you are also there to support other departments, especially the visitor department, the CoLab and the International School or participate in field trips to Givat

Haviva's various programs in Israel, thus becoming familiar with the full range of work of an NGO in the field of empowerment, Shared Society and civil conflict resolution.

The duration of the internship is six months. It includes full board on campus and remuneration which were made possible through a private scholarship program. The location of the internship is the Givat Haviva Campus in Israel. In addition, Givat Haviva offers the possibility to acquire language skills in modern spoken Arabic or to engage in creative activities through our Center for Arabic Culture and Language or the collaborative art center.

Requirements

Basics: You can identify with the goals and working methods of an NGO in the field of promotion of a democratic culture and civil conflict resolution and ideally have already gained experience in association work (youth movements, trade union movements, etc.). You already have a basic understanding of the Middle East conflict, the Israeli-Palestinian conflict or the Jewish-Arab conflict and/or are familiar with conflict research. You are willing and able to stay abroad for several months and to familiarize yourself with a foreign culture

Age: You are at least 21 years old

Education: You are a student/scholar of a relevant field of study or already have some professional experience in fields such as office management, public relations, journalism or any other relevant occupational field. You did finish your apprenticeship or your basic studies.

Language skills: Very good English skills, both written and spoken are an absolute requirement. Additional language skills (especially Hebrew or Arabic) are helpful but not essential. In German, you should above all be able to write larger and more demanding texts with a confident style and with a feeling for the organization's characteristic style and the respective target groups. Experience in the text area is very desirable, text samples are welcome.

Further qualifications: You have a friendly, personable appearance, are sociable, can appear self-confident and master the most important communication rules (especially on the phone). You are able to work independently and on your own initiative. Of course, you also have a good command of the most important office applications and are able to do internet-based research on a broad variety of topics.

Please send your application in English to:

Torsten Reibold – Representative Europe Havatzelet/Givat Haviva
reibold@givat-haviva.net

and

Mohammad Darawshe – Director Center for Equality and Shared Living
mmd@givathaviva.org.il