



Fairtrade changes the way trade works through better prices, decent working conditions and a fairer deal for farmers and workers in developing countries. By choosing Fairtrade products, people can create change through their everyday actions, and farming communities can improve their lives and invest in their future. Fairtrade International is a non-profit, multi-stakeholder association of 23 member organizations – three producer networks and 20 national Fairtrade organizations. We are responsible for the strategic direction of the Fairtrade system, the Fairtrade Standards and support to our member organizations worldwide.

Fairtrade International currently has a Student Assistant position available in its
Global Products, Programmes and Policy Unit

Reports to: Content-related: Senior Advisor Sustainable Livelihoods
Line management: Director of GPPP

Tasks:

Overall: Provide administrative, organizational, logistical, and other work related services to assist the living income work of the Global Products, Programmes and Policy Unit, such as, for example:

- Assist in the systematizing producer data
- Support the organization and logistics of (virtual) meetings
- Carry out information research tasks upon request
- Assist in the preparation and compilation of project specific reporting documents

Requirements:

- Excellent English (Working knowledge of Spanish is desirable)
- Experience in data analysis, Computer literacy (Microsoft Office and especially use of Excel and Stata)
- Communication and intercultural skills
- Motivation for the cause of Fairtrade
- Customer orientation
- Studies in the field of Economics, Agronomy, Politics, Social Science, Geography of related field an asset
- Some experience in developing countries (e.g., work, internships, travels) an asset
- Only applicants can be considered who are enrolled in German universities
- Only applicants that are capable of physically coming to the office are considered.

Terms and Conditions:

- Working time 16 hours per week, distributed flexible
- Remuneration according to the Salary group II of the Collective Bargaining Agreement for the Wholesale and Foreign Trade Industries for North Rhine Westphalia.
- Duration: 6 months
- Please apply by email only, in English, with Curriculum Vitae and motivation letter, citing Student Assistant Living Income in the subject line to applications@fairtrade.net
- Deadline for applications is **April 5th, 2021.**
- By sending the application documents you voluntarily consent to Fairtrade International to use and process your personal data for the purpose of this application procedure. You can revoke your consent at any time via email to applications@fairtrade.net.

Fairtrade International

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Fairtrade Labeling Organizations International e.V. German Register of Associations, No. VR 7795