

Volunteer Internship Christmas Parties Fundraising Intern

Full or part-time, based in Oxford, 6 months (negotiable), starts Sept 2011

Viva makes a difference - as an international Christian charity that is focussed on mobilising people to work together for children at risk. We are connecting, training and supporting thousands of people and projects through 44 city-wide networks across Latin America, Africa and Asia. Together we are changing the lives of over 1 million children around the world. See www.viva.org for more information.

The Role: Are you looking for an amazing opportunity to develop and use your **organisational and project administration skills**? This fun and varied volunteer role will give you that chance. We are looking for a committed, organised, creative, and out-going person with excellent administration skills. Come and join our friendly team and gain some invaluable experience in fundraising with an international development charity.

With networks around the world, Viva can touch the lives of thousands of children at risk at Christmas time, a time that many children spend sad and lonely. Since 2003 our networks have been organising Christmas parties full of fun and games, delicious food, the chance to hear the Christmas message and a gift for each child. In 2009 there were 100 parties with over 20,000 children attending, 1/3 of which were new to the projects organising the parties, projects that can support them into the future.

As Christmas Parties Fundraising Intern you will be instrumental in organising, promoting and administering the UK fundraising campaign for the 2011 Christmas Parties, communicating our fundraising ideas to churches, schools, companies and individuals.

For more information and an application form contact Shelagh Windsor-Richards, Head of People Development
DD: +44 (0) 1865 811679; Email: hr@viva.org or download from **Closing Date:** 1st September 2011

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