



PLATFORM FOR INTERNATIONAL COOPERATION ON UNDOCUMENTED MIGRANTS

## Vacancy for an Internship at PICUM September–December 2008

PICUM, the Platform for International Cooperation on Undocumented Migrants, is a non-governmental organization that aims to promote the respect for basic social rights of undocumented migrants in Europe. PICUM seeks to achieve this aim by providing its members and other interested parties with expertise, advice and support, by strengthening networking amongst organizations dealing with undocumented migrants in Europe, and by formulating recommendations for improving the legal and social position of these migrants, in accordance with national constitutions and international treaties.

### Tasks:

Interns play an important role in projects and ongoing work of PICUM. They are offered an opportunity to gain hands-on experience with the different facets of promoting social and policy change in the area of human rights for undocumented migrants.

For the period from September–December 2008, the intern will contribute to PICUM's work in the following areas:

- **Newsletter:** Collect information and report on human rights of undocumented migrants in Europe for PICUM's monthly newsletter. Manage contact with volunteer translators and proofreaders for newsletter.
- **EU project on preventing discrimination-based violence against undocumented children:** Provide support to project officer in the final editing, reviewing of layout and translation of publication before printing; provide assistance in the organization of the final conference to be held in December 2008.
- **EU projects on access to health care services for undocumented migrants and "Clandestino: Counting the Uncountable":** Provide research support to program officers where necessary.
- Update information on **PICUM website and database**, maintain and research contact information on media outlets.
- **Funding development:** Update and compile new contacts for database of foundations and other funding sources, and provide assistance where needed in completing funding applications.
- Update **PICUM's library** by classifying and entering into the database various printed materials on undocumented migrants.
- **PICUM membership:** provide support by processing ongoing applications and gathering information about members to put on website.

## **Profile**

- University degree
- Some knowledge of and an interest in learning more about the issues of undocumented migrants and migration.
- Very good level of English (oral and written proficiency). Working knowledge of French. Other EU languages an asset.
- Able to work independently.
- Strong writing, computer, and telephone skills are preferred.

## **Timeframe:**

The internship is full time and is carried out in PICUM's office in Brussels.

**Starting date:           September 1, 2008**  
**Ending date:            December 31, 2008**

## **Terms:**

Unfortunately, PICUM cannot offer a stipend, but will reimburse local travel costs to the office in Brussels.

## **Contact Information:**

Please send your CV and cover letter in English by 18 July 2008 to: [administration@picum.org](mailto:administration@picum.org). More information about PICUM is available at <http://www.picum.org>.