

Location:	China / International Secretariat - Beijing
Position:	Project Officer (Internship)
Status:	Paid
Duration	6 months (extension possible)
Starting date:	Aug/Sep 2014 – March 2015

Internship Morning Tears

1. About Morning Tears

Children are the hidden victims when a parent goes to prison and too often lose everything. Morning tears is a non-religious, non-political and non-profit organization founded in China in 1998 'to give children of convicts their life back.' We work holistically, along the entire chain of events, at both the level of the child as well as the international policy making level. We do this via:

1. Capacity building – provide expertise and build local capacity to structurally advance childcare and protection
 - Model projects: a loving and caring home with specialized quality care
 - Training (materials) & procedures for staff working with children
 - Research: 15 years of first-hand experience combined with the latest local / international insights
2. Awareness: without care there can be a lifelong impact for the child & society. We aim to change this by making people & governments aware what they can do.

We are largely volunteer driven and for our work we depend for 100% upon donations, grants and events. Morning Tears has been the recipient of several awards including the Non – Profit Leadership Award from the Rotary Club in Shanghai in 2012 as well as the National China Charity Award in 2010.

As an intern you will work in the Beijing office which is home to the Morning Tears Alliance International Secretariat. The Beijing office is also responsible for coordination of the projects in China. There are two full time staff members, the Program Support Manager and the Liaison Officer, supported by a dedicated volunteer team for events and other needs.

2. Tasks

As a trainee you are full member of the Morning Tears team. The work is dynamic, requires flexibility and it is expected that you assume responsibility for the tasks assigned to you. The tasks for this internship can include:

- Communication : assistance with the newsletter, create event flyers and posters, writing press statements / media alerts, contributing to the website, assisting with press contacts etc.
- Fundraising / donor management: update & maintain the donor database, investigate leads, assist with proposals, presentations, follow-up to donors etc.
- Events: assist with the organization of events and our information booth at bazaars, gala's etc.
- Administrative / financial; assist with financial affairs, tenders etc.

The exact tasks are determined together with the internship supervisor (Program Support Manager).

3. Requirements

- Bachelor degree (or almost finished); Master degree preferred
- Prior experience with living and working in China is preferred
- Work experience and especially relevant NGO or volunteer experience is an asset
- Reliable, flexible, respectful, motivated and constructive
- Pro-active and self-starter
- Ability to work independent but also a team player
- Strong social and networking skills; good public speaking skills are an asset
- Excellent command of verbal & written English. Mandarin and other languages are a strong asset
- Experience with the design of communication & presentation materials preferred
- Working knowledge of Adobe design software is an asset
- Willingness to work in evening or weekend when needed (not structural, mostly for events)
- Available for min. 6 months

No requirements are set with respect to the nature of the degree. Personal attitude and the ability to communicate and operate effectively are considered more essential.

NOTE We are a relatively small organization where staff time is precious. We offer good guidance during the internship and it is an opportunity to learn and to gain first-hand experience as a full staff member in a non-profit organization in China. We kindly ask you to only apply for this position if you are willing to commit to full time availability for a period of 6 months. There is of course room for Chinese classes and working hours are flexible.

4. What do we offer

- A dynamic working environment at the forefront of childcare and child protection in China.
- The chance to make a meaningful contribution to improve the life of children of convicts.
- Ongoing attention for the development of your personal and professional skills.
- A professional and pleasant team of which you are a full team member.
- A financial compensation of 3500 RMB /month.

Please note. The trainee is responsible for having a valid visa at all times. Morning Tears cannot assist with this. Costs related to obtaining and renewing the visa are to be paid by the trainee.

5. How to apply

Send your CV and motivation letter in English to hans.lenders@morningtears.org.cn

Always include 'application for the internship' in the subject line of the email.

Preference will be given to candidates already present in Beijing but candidates currently not residing in China are also encouraged to apply.

A selection of suitable candidates will be invited for an interview at the office in Beijing or via Skype.

The application process will be closed once a suitable candidate has been identified.