



Common Code for the Coffee Community

Terms of Reference Student Trainee

Background

4C is a global association that collectively engages producers, trade, industry and civil society responsible for the economic, social and environmental stewardship of the coffee sector to continuously increase the sustainability of coffee.

For daily business and upcoming tasks through the introduction of a new Software, the 4C Secretariat is now searching a Student Trainee.

Tasks

- Structuring, categorizing and further processing (scans etc.) of 4C tools
- Building up a virtual 4C tool library
- Feeding of databases
- Assisting the organization of the 4th Council meeting and the 2nd General Assembly
- General Administrative and organizational support for the 4C Secretariat

Requirements

- Student (Master) in economics, social or agricultural sciences
- Interest in international cooperation and development, knowledge of the coffee sector and sustainable agricultural practices desirable
- Sound IT skills (MS Office)
- Library and indexing experience desirable
- Sound knowledge of English (verbal/written); basic knowledge of other coffee languages desirable
- Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity and gender balance

Location

- Based at the 4C Secretariat in Bonn, Germany

Timeframe

- starting October 1st, 2008
- working period: min. 6 months/10 hours per week with possibility of extension

To apply

- Send your CV and intention letter to info@4C-coffeassociation.org or by fax/regular mail to 4C Association, Friedrich-Ebert-Allee 40, 53113 Bonn, Germany before August 17th, 2008

We offer an attractive remuneration. Only shortlisted candidates will be contacted

Common Code for the Coffee Community Association

Secretariat in Bonn: Friedrich-Ebert-Allee 40 | PO Box 120623 | 53113 Bonn | Germany

T: +49-228-850 50- 0 | F: +49-228-850 50- 20 | E: info@4C-coffeassociation.org

The Common Code for the Coffee Community Association is registered with the Register of Commerce in Geneva, CH-660-2928006-4. C/o CR Gestion & Fiduciaire SA, Route des Jeunes 9, 1227 Carouge-Geneva, Switzerland.