

# OXFAM INTERNATIONAL

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**Number of Placements:** 1

**Location:** Moscow, Russia

**URL:** <http://www.oxfam.ru>

## **Field/Subject Area:**

Open to all York students who meet the eligibility criteria

## **Position Description:**

The Role of the intern is to assist Oxfam in Russia Office, under the supervision and with sign off of the responsible staff members (Head of Office), with Donor Mapping:

- Conducting a desk overview of donors funding thematic areas Oxfam in Russia is working on: gender justice, gender-based violence, migrants and refugees, humanitarian and development assistance;
- Analysing the trends and dynamics in donor funding and support for philanthropy and charity in Russia;
- Creating a profile of Oxfam in Russia in English and Russian languages to be presented to potential donors;
- Assist Oxfam in Russia with donor engagement and fundraising for its activities.

## **Specific tasks will include:**

- Conducting desk research on the donor market in Russia
- Conducting written analysis of the trends in donor/ philanthropy/ charity market in Russia;
- Conducting interviews with Russian and international CSOs, donors and resource centres;
- Writing, editing, releasing information as necessary using existing Oxfam in Russia resources when necessary and approved by Oxfam in Russia responsible staff member.
- Assisting with translations, events' organization, and other related duties as necessary (General support).

**Complete all tasks assigned, which includes but is not limited to the responsibilities outlined above.**

**Expected work hours:** 40 hours per week, Monday to Friday

**Preferred start date:** May 15

### **Qualifications/skills required:**

- Relevant educational qualification;
- Excellent communications skills;
- Experience in conducting desk research and writing reports;
- Excellent writing and editing skills;
- Interest in fundraising and work of non-for-profit sector is a plus;
- Computer literacy;
- Discretion and ability to respect confidentiality;
- Translation skills desirable;
- Good understanding of Russian political and socio-economic contexts;
- Good understanding and interest in learning about the state of civil society in Russia, political and socio-economic situation in Russia.

### **Language requirements:**

Excellent written and spoken English and Russian language skills

### **Highlights of Organization/background information:**

Oxfam's mission is to alleviate poverty and suffering worldwide. Oxfam operates in more than 90 countries and works with poor people, governments, IFIs and policy makers to improve livelihoods for millions of people and introduce fairer economic and political systems.

Oxfam has been working in the Russian Federation since 2003. Our programmes focus on a range of issues: gender justice and campaigning against gender-based violence, international development and humanitarian aid, supporting organizations working with refugees and migrants, etc.