



Close The Gap

Organisational Profile

Access to information technologies (IT) is no longer a luxury in the developing world as it has become primordial to promote improved educational and economic prospects. However, the cost of new equipment, limited infrastructure and the lack of IT knowledge and proficiency imply that many people are still deprived of access to IT.

Close the Gap is an international not-for-profit organisation that helps bridge this digital divide by donating cost-efficient high-quality second-hand IT-equipment to projects in the South. Socio-educational programmes such as schools, hospitals and other projects focusing on improvement of educational and information facilities can ask for Close the Gap's support.

Close the Gap wants to counter the digital divide and therefore collects computers from its donors, has the hard disks cleaned, the hardware checked and subsequently configured according to the requirements of its end-users. The computers are then shipped to the destination country by air or sea transport. Locally, they are incorporated in a support and maintenance programme to ensure good usage and sustainability.

Internship Profile

- **Communication:**
 - Daily support of the operation manager on communication topics
 - Website updates and follow-ups,
 - Newsletter follow-ups,
 - Picture and movie data base updates,
 - Follow-up of other communication tool development such as leaflets, events, PR meetings...
- **Operation and logistic:**
 - Daily support of the office manager on topics like request follow-ups, logistic follow-ups, survey follow-ups ...etc
 - Archiving and database encoding
- **Research:**
 - Press releases
 - Research on sector, trends, partners...

Intern Profile

The successful candidate should meet the following requirements:

- √ To adhere to the Close the Gap mission and values
- √ To do this internship in the context of studies (preferred)
- √ To be well-organised, and a perfectionist with an eye for detail
- √ To be able to work independently as well as part of a team
- √ To be trilingual or at least bilingual Dutch – English or Dutch – French
- √ To have good computer skills
- √ To be motivated and dynamic
- √ To have a first work experience (preferred)

Close the Gap remains open to tutor students who want to do their internship in the context of a specific subject linked to:

- √ their studies
- √ the Close the Gap mission.