Project and Event Management internship position

Place: Paris, France  
Organisation: International Chamber of Commerce  
Department: Global Membership & Services - World Chambers Federation  
Starting date: 9 March 2020  
Duration: 6 months

The ICC World Chambers Federation is seeking an intern with a convention de stage (for all non-EU residents, valid papers: long-stay student visa and/or carte de séjour) to participate in our closely knit team, starting as soon as possible till early September 2020 (full time).

Applications without a ‘convention de stage’ and who are not available full time won’t be considered.

*****

Main responsibilities

- 12th World Chambers Congress organisation  
  - Chambers Climate Coalition development
- Help with strategic partnerships activities (especially partnerships with transnational chambers)  
- Assist the team with contact data management

Duties and tasks

12th World Chambers Congress organisation  
- Programme and speakers research and invitation  
- World Chambers Competition coordination  
- Marketing and promotion activities  
- Administrative support

Chambers Climate Coalition  
- Assist with the communication to the signatories  
- Help with the promotion and development of the Coalition

Help with strategic partnerships activities  
- Support in the development of the partnerships

Contact data management  
- Administrative support with the CRM and coordination with CRM team
Profile

The ideal candidate will be a fluent English speaker with solid writing and organisational skills, with experience in multi-tasking and who is meticulous in carrying out the required duties. English is the working language, but French as well as other languages are highly recommended. He/she should have excellent computer skills. The intern’s experience will include both administrative and substantive tasks. He/she should be open-minded, a team player who is highly interested in gaining experience in an international environment with a dynamic team.

****

ICC is the world’s largest business organization representing more than 45 million companies in over 100 countries. ICC’s core mission is to make business work for everyone, every day, everywhere. Through a unique mix of advocacy, solutions and standard setting, we promote international trade, responsible business conduct and a global approach to regulation, in addition to providing market-leading dispute resolution services. Our members include many of the world’s leading companies, SMEs, business associations and local chambers of commerce.

ICC is one of the leading voices of global business on the international stage. In 2017, ICC became the first private sector organization to be granted Observer Status at the United Nations General Assembly and has major roles in other intergovernmental forums and processes.

How to apply

If you would like to be considered, please send your curriculum vitae and a cover letter by email at lea.puteaux@iccwbo.org.

Closing date for applications: 28 February 2020.