

World Chambers Federation
Internship Description: Congress Intern

08 November 2010

The ICC World Chamber 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 17 January 2010 for a period of 6 months.

The ICC World Chambers Federation (WCF) represents the interests of local, regional, national, bilateral and transnational chambers of commerce and industry, with members in over 130 countries. Through its extensive global support network, WCF enables chambers from all over the world to exchange experiences and improve their performance in areas such as finance, management and the development and promotion of services.

Interns work closely with the team assisting the development and implementation of new and current projects and activities. Currently, an intern is needed to assist in the organization of the **7th World Chambers Congress that will be held in Mexico City, Mexico, 8-10 June 2011**. Duties include research, marketing and promotion, fundraising, database and web page management, and associated administrative tasks.

The ideal candidate will be a **fluent English speaker** with solid writing and organizational skills, who is meticulous in carrying out their required duties. English is the working language, but Spanish and 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 a team player who is highly interested in gaining experience in an international environment with a **dynamic team**. Prior exposure to event management, fundraising, communications and PR are a plus.

Notes:

Non-paid internship, living allowance €417

Please do not apply if you cannot obtain convention de stage!

If you are interested, please send an application (cover) letter including your curriculum vitae (resume) to **Ms. Lea Matejova** at lea.matejova@iccwbo.org.