

World Chambers Federation

Internship Description: Congress Assistant

2nd October 2009

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 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, 2011, and in the organisation of Webinars (online seminars). Duties include research, marketing and promotion, fundraising, database, web page management, social media (Web 2.0) implementation, and associated administrative tasks.

The ideal candidate will be a fluent English speaker, but French as well as other languages are highly recommended. Candidates would need solid information technology skills, organizational skills, and have to be meticulous in carrying out their required duties. Any projects dealing in web-based marketing would be an advantage. 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.

NOTE: this is a non-paid internship.

If you are interested, please send an application letter including your curriculum vitae to **Ms. Luz Rodriguez** at lrz@icwbo.org.