



INTERNATIONAL ASSOCIATION
OF YOUNG LAWYERS

AIJA Event Trainee Job description

AIJA is looking for a motivated Event Trainee to join our dynamic team through a 4-month minimum internship. The internship periods extend either from **January to June** or from **September to December**.

The Event Trainee is helping on planning and coordinating the Seminars, Conferences and Congresses of the association.

This internship is remunerated.

Application process

To apply for this position, please submit a CV and a cover letter, clearly outlining your current studies, professional experience (if any) and expectations for this internship.

Applications are open to students who need to complete an internship programme within their studies curriculum.

Students currently pursuing a degree in event management, business management or languages are encouraged to apply.

Main responsibilities

- Assist in the event planning including preparing timelines, schedules, and task assignments.
- Coordinate transportation and accommodation logistics for participants and guests.
- Assist in negotiating contracts with suppliers and service providers.
- Draft and send invitations, RSVPs, and other event-related communications.
- Respond to inquiries and provide information to participants
- Regularly update the association website
- Maintain and update internal documents within the organisation, ensuring a consistently up-to-date reference base.
- Attend team meetings and Organising Committees briefings to stay constantly informed about the latest developments and adjustments related to events.
- Assist with the preparation of the event mobile app
- Take minutes & prepare reports

Requirements

- Proficient spoken and written English
- Strong computer skills and proficiency in office software packages (excel, word, powerpoint)
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Team player with an adaptive and friendly personality
- Ability to work independently and collaboratively within a team

