



INTERNATIONAL ASSOCIATION  
OF YOUNG LAWYERS

## **Job description**

### **Student Summer Job – Events logistics**

The International Association of Young Lawyers (AIJA) is looking for a highly organised and meticulous student currently enrolled in university who is eager to support the AIJA Events Manager in organising and coordinating logistics tasks related to AIJA's 59<sup>th</sup> hybrid Annual Congress in Zurich from 24 to 28 August 2021.

The paid internship would take place in AIJA's Brussels office and last 6 weeks from 12 July to 20 August 2021.

#### Main responsibilities:

Office management:

- Follow-up with sponsors on booth preparation, goodies collection, guidelines
- Preparation of boxes and shipping (monitoring check list)
- Running t-shirt pre-orders + preparation of individual bags per participant
- Preparation of welcome desk signing sheets and documents
- Preparation of signposting
- Home Hospitality: excel management, sending of group confirmations, update, communication with hosts
- Creation of a mail merge on Word and Publisher
- Preparation of badges and tent cards
- Sending emails to members
- Sending reminders to members
- Updating the list of participants
- Printing documents
- Answering phone calls

#### Job requirements:

- Full professional proficiency of English,
- Strong computer skills and knowledge of office software packages,
- Excellent time management skills and ability to multi-task and prioritise work,
- Attention to detail and problem-solving skills,
- Team player, adaptive and friendly personality
- Previous experience in event organisation is preferable but not mandatory.

Would you like to gain professional experience within AIJA's dynamic Team this summer?  
Please send you CV and cover letter to [jobs@aija.org](mailto:jobs@aija.org) prior to 15 June 2021.