



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 3-month internship. The internship periods extend from **September to December**.

The Event Trainee is helping on planning and coordinating the Seminars, Conferences and Congresses of the association. We commit to providing hands-on training, monitoring and feedback throughout the remunerated traineeship.

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

- Native command of English, additional European languages would be an asset
- Strong computer skills and proficiency in office software packages (Excel, Word, Powerpoint)
- Excellent time management skills and ability to multi-task and prioritise 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





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Application process

To apply for this position, please submit a CV and a cover letter to jobs@aija.org by 26 July 2024, 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. The successful candidate is expected to start around mid-September.

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

About AIJA

AIJA is the only global association for lawyers and in-house counsel aged 45 and under. The activities of AIJA are coordinated by 21 scientific commissions responsible for organising events online and across the world, as well as for keeping members up to date with the latest developments in their area of practice. With over 4,000 members in more than 90 countries, the AIJA community is very diverse. While respecting the integrity of each civilised society, one of our goals is to expand our global footprint while continuing to advance cross-cultural understanding between members and other supporters of the legal profession. For more information: www.aija.org.

