



INTERNATIONAL ASSOCIATION
OF YOUNG LAWYERS

Administration and Development Assistant

As the Administration and Development Assistant, you will manage event logistics and provide post-event support, while also supporting sponsorship initiatives. You'll be responsible for inbox management, member and stakeholder engagement, manual event registrations, and creating event materials. Additionally, you'll work closely with the Administration, Finance and Events Teams to develop sponsorship programs, build relationships with corporate partners, and produce reports on sponsorship activities.

Administrative Responsibilities

- Manage the AIJA office inbox and ensure timely responses to member and stakeholder inquiries.
- Membership administration including approval of new applications.
- Handle manual event registrations for members, sponsors, external speakers, and other attendees (including scholarship awardees) and provide follow-up support.
- Oversee the creation and management of event waiting lists, including consistent follow-ups.
- Coordinate event logistics: prepare materials such as badges, name tents, sponsor cards, participant lists, dietary requirements, and other logistics.
- Provide post-event support by generating attendance certificates and uploading presentations.
- Manage Home Hospitality arrangements for flagship events.

Sponsorship Responsibilities

- Work closely with the Administration, Finance and Events Teams to develop commercially successful corporate and event sponsorship programmes.
- Build and maintain strong external relationships with potential sponsors and corporate partners by identifying prospects, soliciting, and securing sponsorships.
- Collaborate with the General Manager and the Events Team to provide comprehensive and timely reports summarising activity and sponsorship status.
- Write high-quality external communication materials, including sponsorship marketing documents as required.





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Requirements

- A minimum of 3 years of relevant professional experience
- Strong analytical ability and data interpretation skills
- Native or near-native proficiency in English. French is an asset
- Initiative and confidence to develop new projects from scratch
- Strong interpersonal skills, both online and in person
- Excellent written and verbal communication skills
- Strong project management, multitasking, and decision-making skills
- Teamwork skills and a collaborative approach to work
- Attentiveness to details
- Presence at the office is required
- Willingness and ability to travel

