



## Congress & Exhibition Intern

### About the IAS:

Founded in 1988, the International AIDS Society (IAS) is the world's largest association of HIV professionals, with members from more than 180 countries. IAS members work on all fronts of the global response to AIDS, and include researchers, clinicians, policy and programme planners and public health and community practitioners on the frontlines of the epidemic.

The IAS organizes the world's two most prestigious HIV conferences, each convened biennially in alternating years. The International AIDS Conference is the largest conference on any global health or development issue, and provides a unique forum for the intersection of science and advocacy. The IAS Conference on HIV Science brings together a broad cross section of HIV professionals and features the latest HIV science, with a focus on implementation – moving scientific advances into practice.

In addition, the IAS programmes advocate for urgent action to reduce the global impact of HIV, including increased investment in HIV cure research; optimizing treatment and care for infants, children and adolescents with HIV in resource-limited settings; preventing and treating HIV-related co-infections; and expanding access to prevention, treatment and care for key populations at higher risk for HIV – such as men who have sex with men, people who inject drugs, sex workers and transgender individuals – including protecting their human rights by combatting punitive laws and discriminatory policies.

More information on IAS can be found at [www.iasociety.org](http://www.iasociety.org).

### Details of Internship:

The intern will be based at the IAS Secretariat in Geneva, Switzerland. He/she will report to the C&E Manager and will work with the Associate C&E Project Manager responsible for the Volunteers project. The internship is full-time and will last 4.5 months from 1 April 2018 to 15 August 2018.

### Purpose of the Internship:

The 22nd International AIDS Conference (AIDS 2018) will be hosted in Amsterdam, Netherlands 23-27 July 2018, under the theme Breaking Barriers Building Bridges. More information on AIDS 2018 can be found at [www.aids2018.org](http://www.aids2018.org).

The intern will be responsible for assisting with the coordination of the Volunteers participating at the AIDS 2018 Conference.

### Main Responsibilities:

- Assist with the volunteer recruitment including advertisement, presentations, liaison with universities, schools, communities, etc.
- Help test the volunteer system and application form
- Help manage the volunteer database
- Schedule the volunteers in accordance with their preferences and the needs of the IAS
- Take care of the daily email correspondence and social media communication (Facebook) with the volunteers

- Assist with the volunteer logistics (t-shirts, catering, volunteer party after the conference, etc.)
- Help organize the supervisor selection process (invitation, documents, etc.)
- Help develop a volunteer handbook and any other volunteer documentation (additional material for supervisors, training documents, etc.)
- Help organize the onsite kick-off meeting and training (location, set-up, ppt, handouts, training documents, etc.)
- Sign in and welcome the volunteers onsite, including handing out the t-shirts and badges
- Manage, together with the volunteer supervisors, the time schedules, changes, no-shows, breaks, etc. during the conference
- Prepare and produce Certificates of Appreciation for the volunteers
- Setup an evaluation form after the conference
- Prepare a final report after the conference.

Perform any additional task requested by the C&E Manager.

#### **Academic Qualifications:**

- Currently studying or recently graduated in business, events or hospitality management is favorable.

#### **Experience: (previous internships)**

- Experience helping organize conferences, seminars, workshops, meetings, or other events
- Experience working with registration or people management systems a plus
- Experience working in an international context.

#### **Skills/Competencies:**

- Ability to work independently and an aptitude for multi-tasking
- Attention to detail
- Open-minded and a strong team player
- Strong social and communication skills
- Strong computer skills in the Windows environment (excel, ppt)
- Ability to work under pressure in an international context.

#### **Languages:**

- Excellent written and oral English language communication skills.

#### **Benefits from this internship:**

The intern can expect to gain skills and experience in the following areas:

- Event organizing and project management
- NGO work and international exposure
- Time management & multitasking
- Recruitment, motivation and onsite management of temporary voluntary staff.

**Stipend:** 2,000.- CHF/month gross (full time).

## How to Apply:

This internship is ideally suited to a qualified, motivated and eager-to-learn graduate willing to prepare his/her professional life in challenging and dynamic settings, with high international exposure.

**Interested and qualified candidates should send their CV and a cover letter, in English and by email only, to [recruitment@iasociety.org](mailto:recruitment@iasociety.org) by Friday 23 February 2018.** Please note that only shortlisted candidates will be contacted.

Only candidates from Switzerland, from an EU/EFTA country or candidates already having a valid Swiss working permit will be considered.

IAS employees are evidence-based, human rights-focused, inclusive and accountable partners in the HIV response. Candidates should display genuine commitment to IAS values (learn more [here](#)).

The IAS is committed to recruiting and sustaining a skilled, effective, diverse and gender-balanced secretariat, and to the greater involvement of people living with HIV (GIPA) in all aspects of its work. **People living with or affected by HIV are strongly encouraged to apply.**