Volunteer Intern

Internship - Advertisement:

The International AIDS Society (IAS) is the world’s leading independent association of professionals working in HIV. With more than 12,000 members across 183 countries, the IAS plays a key role in promoting the priorities of its members through strategic communications, advocacy, and global convening.

The IAS is the custodian of the world’s premier gathering on HIV and AIDS, the International AIDS Conference, which takes place every two years. In the intervening years the IAS organizes the IAS Pathogenesis, Treatment and Prevention Conference, a scientific meeting focused on current research and its application in the scale-up of HIV prevention and treatment.

The IAS advocates for the implementation of effective evidence-based policies and programmes that promote and protect human rights in the field of HIV. IAS Advocacy and Research Promotion work focuses on advancing a strong global response and promoting the right of all people to an evidence-based response to HIV, including access to evidence-based HIV prevention, treatment, care and support. In addition, IAS promotes research and capacity building in low- and middle-income countries.

More information on IAS can be found at www.iasociety.org

Details of Internship:

The internship is based at the IAS Secretariat in Geneva, Switzerland. The duration of the internship will be 4 months from 13th April 2015 to 14th August 2015.

Purpose of the Internship:

The intern will be responsible for assisting with the coordination of the Volunteers participating at the IAS 2015 Conference.

Main Responsibilities:

- Volunteer recruitment including advertisement, presentations;
- Liaise with the universities, schools, possible youth radios, etc. for recruitment;
- Take care of the daily email correspondence with the volunteers;
- Help collecting and sorting the data from the on-line application form database and volunteer online platforms;
- Help managing the volunteer database;
- Schedule the volunteers in accordance with their preferences and the needs of the IAS;
- Re-schedule volunteers if needed;
- Take care of the communication in regards to volunteers in Facebook and Twitter;
- Help organizing the details related to the supervisor casting (invitation, location, set-up, catering, audiovisual equipment, PowerPoint presentation, handout);
- Assist with the volunteers logistics (ordering T-Shirts, Catering etc.);
- Help developing a volunteer handbook and any other volunteer documentation;
- Invite volunteers to the volunteer training prior to the conference;
- Train during the week prior to the conference, together with the volunteer supervisors, the volunteers on the conference and their individual tasks and help with the conference centre walkthrough;
- Help organizing the details related to the kick-off meeting (location, set-up, catering, PowerPoint presentation, handouts, distribution of volunteer 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 Attendance for the volunteers;
- Setup an evaluation form after the conference;
- Prepare a final report after the conference.

**Academic Qualifications:**

- A degree in business, events or hospitality management or a related field is favorable.

**Experience: (previous internships)**

- Experience helping organize conferences, seminars, workshops, meetings, or other events;
- Experience working in an international context.

**Skills/Competencies:**

- Ability to work independently and an aptitude for multi-tasking;
- Attention to detail;
- Strong computer skills in the Windows environment;
- Ability to work under pressure in an international context;
- Strong sense of diplomacy and discretion.

**Languages:**

- Excellent written and oral English language communication skills. Preferably working knowledge of other UN languages.

**Benefits from this internship:**

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

- Event organizing
- NGO work and international exposure
- People management
- Large project management
- Time management & multitasking

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

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 by Friday 27th March 2015.**

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

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 HIV are strongly encouraged to apply.**