

Internship Opportunities at GRF Davos / Switzerland

GRF Davos is offering two remunerated internship positions for the organisation of the International Disaster and Risk Conferences. The conference will be held in Davos, Switzerland, 30 May to 03 June 2010. The interns and members of the team will prepare and execute the manifold tasks (editing of publications, programme planning, media- and website-support, logistics, etc.) in relation to the organisation of the conference and follow-up activities. Depending on your skills and preferences we will assign you to various tasks. Starting date is as soon as possible or the latest by April 2010 for a period of 3 to 6 months.

Expected Qualifications

- you want to feel and be part of the pioneering spirit of IDRC and GRF Davos
- you have an excellent written and spoken command in English and one other language
- you are a team player, creative, dynamic, passionate, flexible and open for new ideas
- you are fully computer literate and desirably familiar with CMS, HTML, LaTeX, or Adobe
- you are a student or recent graduate in business administration, social sciences, economics, geography, natural-, or engineering science
- you have or would like to gain experience related to international conferences, event management and logistics
- you are able to work independently and under stressful situations, as conference management can be demanding and requires flexibility and creativity

Application Submission Procedure

- Interested applicants submit a motivation letter and curriculum vitae to our GRF Personnel Office (jill.portmann@grforum.org).
- Explain your motivation and how your experience and background qualifies you for the position in the cover letter. Please indicate your preferred start date and duration of the internship.
- The email subject line should read „IDRC Internship Application“. Due to the high number of applications expected, only those applications following these guidelines will be considered.