



Job Description

Event Manager and Coordinator (Intern)

Duration: 3-6 months / Hours per week: 20-25 hours a week

Modality: Remote / Compensation: Ad honorem (unpaid)

The Event Manager and Coordinator intern will help the management team grow the plan, coordinate and execute events that positively impact on our target audience. The ideal candidate will always represent the International Green Commerce and Trade Association and its ethos and professional mission.

The International Green Commerce and Trade Association (IGCTA) is a leading organisation integrating sustainability into trade and business.

We seek a candidate who is self-motivated, responsible, determined, focused on the objectives, and willing to learn new tasks.

Please send your resume to: info@igcta.org

Direct Reports: This candidate will report to the management team

Job Description

- Plan and coordinate all aspects of events, including venues, logistics, catering, audio-visual equipment and transport.
- Develop event concepts, themes and schedules in collaboration with clients and stakeholders.
- Negotiate contracts with suppliers, ensuring cost-effective and high quality delivery.
- Manage event budgets, track spend and make recommendations for savings without compromising quality.
- Oversee event execution, ensuring everything goes to plan.
- Evaluate post-event results and prepare reports for strategic analysis and future improvements.

Person Specification

- All candidates must be current students at a recognized university
- Proactive attitude at all times
- Excellent communication, negotiation and attention to detail skills
- Ability to manage multiple projects simultaneously.
- Meticulous attention to detail and exceptional organisational skills
- Knowledge of current event management trends and best practices
- Flexibility with demanding work schedules and unsocial hours (if required)
- Ability to work in a team effectively
- Fluid communication and reporting to members of the team and management
- Support and quick response via email
- Professional attitude at all times, in all communications with internal and external members, stakeholders, management and clients
- Ability to read, understand and speak English (intermediate level)
- Knowledge of event marketing strategies is an advantage

Desired:

- Ability to read, understand and speak French (intermediate level)