

Project Assistant Intern

Responsibilities:

- Work in tandem with the Treasurer and Chief Financial Officer to organize ICDO's enterprises and projects.
- Assist in communications with ICDO's partners and sponsors, as well as various other parties involved in the projects.
- Assist the Treasurer and Chief Financial Officer in his duties.
- Proactively identify and suggest opportunities or ideas for improving ICDO and our various projects.

Qualifications:

- Must be working towards, or have already obtained, a Bachelor's or Master's degree from an accredited institution.
- Excellent communication and writing skills.
- Thorough understanding of Microsoft Excel or similar software.
- Ability to budget and draft project plans.
- Demonstrate interest in Budgeting, Finances, and/or other relevant fields.
- Motivated to learn and improve.
- Ability to work independently, but also be an effective member of a team.
- Resourceful and attentive to details.
- Comfortable working in a fast-paced environment juggling multiple projects at the same time.
- English is the working language of ICDO. Knowledge of German is highly encouraged.
- Willingness to travel.

What We Offer:

- Exposure to the international team and projects.
- Ability to experience and work in multiple departments.
- Opportunity to improve upon your current skillset.
- Flexible working hours.
- All project-related travel expenses covered.

Supervisor: Treasurer and Chief Financial Officer

Hours: 15 to 20 hours per week for 6 months.

Salary: UNPAID, receive recommendation letter from ICDO and transfer of work into credits if approved by and eligible for your university course.

Contact: Please submit your cover letter and resume to: info@icdo.at