

ADMINISTRATIVE ASSISTANT INTERN

ICDO is looking for an Office Assistant Intern to join our team in Vienna, Austria. We are looking for an organized and professional person to plan, organize, and support activities on a daily basis.

DUTIES AND RESPONSIBILITIES:

- Conducting research
 - Actively involved in the data collection creation and execution
 - Tracking and monitoring data (during the ICDO's projects)
 - Assisting in writing project proposals
- Preparing and drafting reports
- Performing project-specific outreach to other organizations, media, and other external partners
- Assisting with meeting and event planning and organization
 - Preparing the meetings
 - Debriefing and writing reports after meetings
- Providing administrative support
 - Data entry and filling
 - Writing and sending emails
 - Collecting data
 - Organizing and updating databases
 - Managing the flow of paperwork
 - Assist and facilitate the staff when necessary

COMPETENCIES:

- Honesty and Open Communication
- Awareness and Sensitivity Regarding Diversity Issues and Human Rights
- Leading by Example

Functional Competencies:

- Microsoft Office
- Excellent organizational and time-management skills
- Working under-pressure and multi-tasking
- Efficiency and precision
- Good communication and interpersonal skills
- Willingness to be proactive and gain knowledge
- Teamwork

QUALIFICATIONS:

Education:

- Must be working towards, or have already obtained, a Bachelor's or Master's degree from an accredited institution

Language:

- English is the working language of ICDO.
- Knowledge of German and/or Spanish is highly encouraged but not necessary

WHAT WE OFFER:

- Exposure to the international team and projects
- Professional growth and development
- Opportunity to improve upon your current research, organizational and administrative skillset
- Developing a new set of cross-disciplinary skills for your future career
- Opportunity to network and be part of ICDO's social and development projects around the world

Benefits:

- Flexible working hours
- All project-related travel expenses covered
- Recommendation letter from ICDO
- Transfer of work into credits if approved by and eligible for your university course

ADDITIONAL INFORMATION:

- Supervisor: ICDO President and ICDO Treasury
- Hours: 15 to 20 hours per week for 6 months
- Salary: Unpaid
- Contact: Please submit your cover letter and resume to info@icdo.at



ICDO

INTERNATIONAL
CULTURAL
DIVERSITY
ORGANIZATION