

ADMINISTRATIVE ASSISTANT INTERN

- POSITION:** Administrative Assistant Intern
- LOCATION:** Vienna, Austria - ICDO Headquarters
- HOURS:** 15-20 hours per week for six (6) months OR as per university requirements
- DURATION:** Six (6) months
- START DATE:** Immediately
- REPORTS TO:** President and Treasurer

DEADLINE FOR APPLICATIONS: Rolling application

Please send your applications via info@icdo.at

We are looking for an organized, responsible, experienced and team-spirit professional who wants to engage in an international working environment to join our team. The ideal candidate is a well-rounded individual with expertise in administration, who will be assisting the President and Treasurer by maintaining calendars, receiving and composing communications as correspondence, organizing meetings, making research and other. They will have exceptional administrative and organizational skills, and experience in providing administrative and logistical support in office and for different projects and initiatives. Excellent English language skills are required, knowledge of German and Spanish is a plus.

ORGANIZATION SUMMARY

The International Cultural Diversity Organization (ICDO) is an NGO based and registered in Vienna, Austria. ICDO has projects in more than 12 countries worldwide and a branch office in Zagreb, Croatia. ICDO's mission and goal is the promotion of cultural diversity, inclusivity, interculturalism, human rights, as well as raising awareness of different cultural expressions and their values with the aim of fostering cultural interaction in order to bring people together and bridge cultural gaps. In addition, ICDO acts, promotes and conserves biodiversity, environment, and sustainability for the wellbeing of humanity.

ROLE SUMMARY

The Administrative Assistant will be assisting in day-to-day office operations, as well as assisting in different projects and research programs. Intern's duties include assisting in data collection, research, drafting reports, outreach preparations and meeting and event planning.. Also, they will actively contribute in providing day-to-day administrative support in office and during different projects and programs.

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

WHAT WE OFFER

This internship provides an opportunity for interns to be part of the international team and projects, as well as to improve upon your current skill set in the fields of media and communications, public relations and digital marketing. This is a great opportunity to assist with creation and implementation of social media, marketing and fundraising campaigns, and make a real change through ICDO's social development projects around the world

APPLICATION

- The candidate's application in English should include a curriculum vitae
- The curriculum vitae should be accompanied by a concise motivation letter in English, outlining the applicant's interest in the position, relevant experience (academic and non academic), and how he/she/they would be an asset to the ICDO's team.