

AESIS

NETWORK FOR
ADVANCING & EVALUATING THE SOCIETAL IMPACT OF SCIENCE

ARE YOU...

...looking for a responsible position in organising international conferences and courses and supporting the office?

...available for at least 6 months starting as soon as possible (January at the latest)?

...in your Bachelor phase or a starter looking for working experience?

...MEET AESIS!

The Network for Advancing and Evaluating Societal Impact of Science.

Our small, fun and energetic team brings together stakeholders from all over the world in academia, government, industry and society to exchange good-practices for capturing and stimulating societal impact of science (including SSHA).

The AESIS team is looking for a new colleague to fill the position:

Marketing & Conference Management internship

We are looking for someone who:

- Likes to be challenged, is self-motivated and proactive;
- Is studying or has a background in Hospitality and Event Management, Facility Management, office management, or anything related;
- Has demonstrable organisational experience, and enjoys planning events while keeping a clear overview of tasks;
- Has excellent spoken and written command of English;
- Likes to work in an international environment;

You will be (partially) responsible for:

- Assisting with conference management tasks for upcoming and ongoing events, such as creating timetables, marketing schedules and designing other materials
- Contacting vendors and partners, such as hotels, caterers, tour companies and restaurants;
- Maintaining day-to-day activities for the network such as updating the website, social media, etc;
- Providing office support like stocking inventory, maintaining contact with landlord and facility suppliers, and more.

We offer:

- The possibility to organise international activities that will help scientific knowledge improve the world;
- A position with much responsibility and learning opportunities in a small, informal and dynamic organisation;
- An internship of 40 hours per week;
- A monthly remuneration of 350 euros.

Get in touch! If you are interested, please send your resume and motivation letter via email to:

Subeh Chowdhury

Lead Project Manager at AESIS

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This vacancy will close once the most appropriate candidate is found.