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**TRIALOG is searching for an intern based in the Vienna office for the period January - February 2010 to mainly work on the logistical preparation and implementation of the 2nd Edition of TRIALOG's Development Education Partnership Fair. Duration: 2 months; Deadline for applications is January 7<sup>th</sup>, 2010.**

## **INTERNSHIP IN THE AREA OF DEVELOPMENT COOPERATION EVENT MANAGEMENT**

**Duration and location:** Starting in January 11th, 2010, in TRIALOG's Vienna Office

### **Tasks:**

Under the direct accompaniment and supervision of the TRIALOG Capacity Building Officer

- to assist with the logistical arrangement of the Partnership Fair, to be held in Vienna between the 15th and 17th of February 2010;
- to support the communication with the different providers of services for the Partnership Fair (venue, hotels, catering etc);
- to prepare the welcome package for the participants;
- to manage the team of volunteers for the Partnership Fair;
- to manage the minute-taking and documenting the communication of the Partnership Fair.

### **Requirements:**

- good organisational skills;
- good communication and interpersonal skills;
- fluency in English (spoken and written);
- independent worker;
- computer literacy (internet, e-mail protocol, text and spread-sheet documents).

If interested, please send your CV, contact details (email and phone number) and 1 - 2 paragraphs explaining why this position interests you to Andra Tanase, TRIALOG Capacity Building Officer, at [a.tanase@trialog.or.at](mailto:a.tanase@trialog.or.at) by January 7<sup>th</sup>, 2010.