

Volunteer – 3 MONTH CONTRACT with the possibility of extension

Post: Event Management and design
Team: WPP core team and volunteers
Responsible to: Director WPP
Starting: 1st of June 2016
Hours per week: 2 days per week

Introduction

WPP is looking for an intern / volunteer to help the organization with design and production of material promoting the aims of WPP and gaining more public interest and PR. The intern will in particular help WPP team in organising a conference expected to take place in September or October. The conference is hosting women peace builders, policy makers, experts, academics and politicians from outside London and UK. This is a one-day conference with an extensive schedule. The theme of the conference is to highlight the challenges of women peace builders in their own countries and internationally.

Key areas covered by the role

Intern will be involved in supporting all aspects of design and planning, coordination and implementation of the specific conference.

Specific Duties:

- Design and produce material for the event and generally for and write invitations to participants and follow up with them.
- Assist in producing material for website, work closely with website manager.
- Assist in identifying a venue for the conference and coordinating the booking.
- Assist in planning and events and its management

Skills and Qualifications

Essential:

- Fluent in English
- Experience and knowledge in design and production
- Experience of web content management
- Experience of event management
- Good written and oral communication skills
- Excellent organisational skills
- Effective administrative skills
- Ability to work independently

Terms and conditions

Incentives: Food and transportation cost will be provided for days of meetings and other work related travels.

Location: Home based with possibility of work in office after 3 months

Please submit your CV at info@womenpp.org