

Terms of Reference:

Intern - Communication and Events at the European Association for Business and Commerce (EABC) in Bangkok

The European Association for Business and Commerce (EABC) is located in Bangkok. As the voice of European business in Thailand, EABC aims to facilitate market access for European business in Thailand promoting Thailand and/or ASEAN as a trade and investment market for European businesses including providing services to facilitate economic cooperation between Europe and Thailand in synergy with existing service providers.

European Association for Business and Commerce (EABC) is seeking an Intern with focus on the area of communication and events management. The Intern's role will be hands-on and often involves working as part of a team in communication and events management. The candidate must be able to complete a wide range of activities requiring clear communication in coordination with the Consortium Partners of EABC, excellent organisational skills and with attention to details.

Scope of Responsibilities:

- Assist with external relations of the European Association for Business and Commerce (EABC);
- Enhance visibility, awareness and reputation of the EABC;
- Assist in finding sponsorship opportunities, in close coordination with membership coordinator;
- Assist in organisation of EABC outreach business missions
- Assist in the development of marketing and sales of EABC publications
- Assist in organising EABC regular meetings, seminars, conference, workshops, exhibitions in trade fairs and other related events in various formats and sizes;
- Assist in the marketing and promotional aspects for all EABC events
- Coordinate venue, facilities management for events; Website, newsletter
- Assist in other tasks and assignments from the Executive director

Requirements:

- Currently enrolled in a Bachelor degree or Master or equivalent degree in related fields;
- Proficiency in written and verbal English, which includes good writing and editing skills in Business oriented English;
- Ability to adapt to new environments and to establish and maintain good working relations with individuals of different cultural backgrounds;
- Good skills in computer Windows office and ;
- Strong organisational, communication and the internet skills;
- Outgoing, pleasant personality and interested to work in an international environment, and able to work (occasionally) after hours when having EABC functions or events

Duration of the internship

The duration of the internship is for 4-6 months. The Internship is normally on a full-time basis but part-time arrangements can be agreed upon depending on both the requirements of the assignment and the availability of the intern due to parallel studies. **The start of the Internship is September 2017**

The internship will not be remunerated but some basic costs in connection with the Internship will be covered. If you are interested in this Internship opportunity with EABC, please send your CV to members@eabc-thailand.eu, to office@eabc-thailand.eu latest by **27 August 2017**