

Events Associate

Internship with Humanitarian Affairs Asia



Humanitarian Affairs Asia has a reputation for its big ideas. We are known for our high standards and innovative ways of doing things. People always describe our events as eye-openers.

Behind the success of our events, you will find brilliant thinking from some of the sharpest minds around. So if you have big ideas of your own, this could be the perfect place for you to turn them into a reality, with our first-class training and mentoring.

We offer our interns an opportunity to enhance their resume. We encourage talented youths from almost every discipline to join our internship placement programmes and learn from our experts. This one-of-a-kind work experience give our interns an edge above others.





sincere

selfless

smart

spirited

skillful

We are strong



Events Associate

Name of Organisation

Humanitarian Affairs Asia

Type of Employer

Social Enterprise

Location

Chonburi, Thailand

Position

Events Associate

Number of Vacancies in 2015

8 to 10

Intake

1st Intake : January 3, 2015 (7 or 11 months)

2nd Intake : May 1, 2015 to December 11, 2015

Job Description

The Events Associate internship placement is part of Humanitarian Affairs Asia's Graduate Student Programme. The organisation stands as a venue for graduate students from diverse educational backgrounds wherein their academic experience can be enriched through hands-on work.

Events Associates work closely with the Regional Director for Asia and the Pacific . They are responsible for the production of the organisation's events from conception to completion. Their role is hands-on and involves working as part of a team.

Events Associates must be able to complete a wide range of activities requiring clear communication, excellent organisational skills and attention to detail. They must work well under pressure, ensuring smooth and efficient running of an event.

Typical Work Activities

- Researching Markets to Identify Opportunities for Events
- Preparing Delegate Packs
- Liaising with Marketing and PR Partners to Promote the Event
- Communicating with Target audiences
- Collating and Maintaining Databases of Stakeholders
- Sourcing and Securing Sponsorship
- Contributing to and Developing, Marketing Plans and Strategies
- Research and obtain information on NGOs, Universities, Youth Agencies, etc.
- Recruiting Participants for the Events
- Manage Communication between the Stakeholders and the Secretariat

Core Skills Required

- Ability to Work under Pressure
- Communication Skills
- Attention to Detail
- Leadership Potential
- High Level of Spoken and Written English
- Goal-Setting with a Strong Sense of Achievement
- A Sense of Responsibility and the Ability to Work Independently
- Computer Literacy in MS Office
- A Good Attitude about Learning
- Self-Motivated and Results-Oriented

What Will You Learn?

- The Art of Effective Communication
- Corporate Communications
- Leadership Skills
- Networking on a Global Scale
- The Work of Social Enterprises and NGOs
- Marketing for Social Causes
- Event Management Skills
- Professional Deportment
- Personal Development

What We Do

- www.humanitarianaffairs.org
- www.universitiescholars.org.uk
- www.issuu.com/humanitarianaffairs
- www.youtube.com/humanitarianaffairs
- www.facebook.com/UniScholars

Events for 2015

- 6th University Scholars Leadership on August 1 to 7, 2015
- The Oxford Symposium in September 1 to 3, 2015
- Asia Fundraising Conference in December 2015

How Do We Select?

Applications are sought from those looking to build a successful career in events management. It is also open to those who want to set up their own social enterprise.

The selection process can include a combination of telephone and online video assessment exercises.

How To Apply?

Submit your resume with a recent photograph and a cover letter via email to [**secretariat@humanitarianaffairs.org**](mailto:secretariat@humanitarianaffairs.org)

Benefits

- Shared Accommodation
- Monthly Meal Allowances of THB 2,500.00 (a meal costs THB 35.00 to THB 50.00) in Thailand
- Bi-Weekly Training Programme
- Bi-Monthly Service Learning Opportunities
- Bi-Weekly Thai Language Lessons
- Certificate on Successful Completion
- Award / Citation for Outstanding Interns

Visa Requirements

Please note that successful interns need to apply for an Educational Visa to reside in Thailand during the period of the internship.

The cost of the application for a one-year ED Visa through a Language School costs USD480.00 and a 7-month ED visa fee is USD250.00. The Organisation will subsidy USD150.00 for those on a 11-month program and USD50.00 for those on a seven month placement.

The validation of the visa in the applicants' respective countries shall be shouldered by the applicants themselves. The intern will have to pay directly to the Thai Immigration Authority, a quarterly visa extension fee of USD60.00 or THB1,900.

+



Connecting People with Communities in Need

ASIA Secretariat

28/43-44, Moo. 2 Najomtien Sattahip Chonburi 20250, Thailand

TEL : +66-38-235-038 FAX : +66-38-235-037

www.humanitarianaffairs.org