



World Association of
Investment Promotion
Agencies

Communications Intern at World Association of Investment Promotion Agencies (WAIPA)

Location: World Trade Center Istanbul, Turkey

Start: September 2018

Duration: 1 year

Working language: English

Company profile:

The World Association of Investment Promotion Agencies (WAIPA) is the apex body for FDI promotion globally. Established as a non-profit organization it is registered in Geneva, Switzerland and has its Permanent Secretariat in Istanbul, Turkey. More information on www.waipa.org

Job description:

WAIPA has a short-term vacancy for a Communication Intern. The role is to support the Communication Team in providing technical expertise and assist with projects assigned to support WAIPA's objectives.

The communication intern will assist in the organisation of key events such as conferences, trainings and workshops; support the creation of content for the WAIPA website and social media channels; assist in liaison with members.

This position will report to WAIPA's Coordinator.

Requirements:

- Graduate student. Specialization in Media Studies, Communications are an asset;
- Excellent communication and computer skills;
- Excellent writing and comprehension skills in English. French and Spanish are asset;
- Competent in MS Office programmes;
- Highly organized, accurate and structured way of working;
- Proactive and independent working style;
- Self-starter, positive attitude, flexible, team player
- Interested in working in an international environment



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Benefits:

Being an Intern is a great way to build your resume and provides you excellent working experience in an office environment. Besides professional skills you will gain through this experience, you will also have advantages, such as:

- A monthly transportation cost covered (Istanbul card)
- A lunch ticket provided
- Shared office with fully equipped desk (phone, stationery etc)

Conditions of employment:

We offer an unpaid position in an international and dynamic work environment; general knowledge and understanding of Global policies, FDI institutions and EU funding mechanisms.

Contact Person:

If you are interested in this position, e-mail your CV and brief cover letter stating interest and your availability to eva.salamon@waipa.org **before August 31, 2017**. We look forward to arrange an interview with you!