



# VACANCY ANNOUNCEMENT

The International Council for Game and Wildlife Conservation (CIC) is looking for an:

## Intern

Duty station:	CIC Administrative Office (Budakeszi, Hungary)
Reporting to:	Membership Officer
Contract period:	1 February, 2023 – 30 April, 2023 (with possibility of extension)
Contract type:	Part/Full-time (based on applicant availability)

We are looking for an ambitious and hardworking individual that will join the CIC team in Budakeszi as part of a paid internship.

The CIC is recognised around the world as an independent advisor on issues related to wildlife conservation. By taking on this role, you will be joining a fast-paced, multicultural organisation that is at the forefront of shaping wildlife policy across the globe.

The CIC is a member of IUCN and holds observer status at environmental conventions of the United Nations, allowing us to have a direct input in environmental policymaking decisions and the future of our planet's health.

The organisation also hosts numerous events and conferences every year, attended by the leading experts and decision-makers in the wildlife conservation sector.

In this role, you will be responsible for supporting the planning of such events, as well as numerous other facets of the CIC in its work advocating for conservation through sustainable use.

### Duties

The *Intern* will be in charge of administrative tasks related to event planning, the CIC Membership network and the CIC Trophy Evaluation System (TES). He/She will be responsible, in particular, for the following tasks:

- Assisting with the preparation of CIC events
- Tending to incoming and outgoing emails related to event planning
- Performing event registration maintenance (including responding to questions, making registration changes, and providing updates to CIC staff and members)
- Assisting in the preparation of printed working documents for meetings
- Handling necessary phone calls
- Supporting/Assisting the CIC Membership Officer
- Assisting in the work of the CIC Trophy Evaluation System (TES), such as through the preparation of necessary documents and materials
- Assisting the CIC Office Manager with logistical tasks (e.g. travel arrangements)
- Carrying out any other assigned duties as needed in relation to the work of the CIC Administrative Office

## Requirements

- ⇒ A college or university degree
- ⇒ Excellent written and spoken communication skills in English
- ⇒ Knowledge of German, French, Russian or Arabic is preferred
- ⇒ Strong PC skills with working knowledge of MS Office (especially Excel)
- ⇒ Organisational skills, ability to multi-task with attention to details
- ⇒ Ability to work in multicultural and multidisciplinary teams as well as independently and under pressure

## Application

If this sounds like you, submit your CV and cover letter in English to Dária Földvári ([d.bezgacheva@cic-wildlife.org](mailto:d.bezgacheva@cic-wildlife.org)) by 20<sup>th</sup> January, 2023.