



Institut
International
Lancy

The Institut International de Lancy is a private international school offering high-quality teaching geared to 21st Century skills. Over 1400 students attend the school in its French, English and Bilingual sections, from Nursery through to the French and International Baccalaurate. Within this multicultural environment, we are recruiting an:

Intern Careers Week Events Coordinator

Field

Event planning / Career Counselling

Key responsibilities

- Plan and organise a week-long event around Careers (workshops, speakers, activities);
- Liaise with participants;
- Work with the communication department to promote the event;
- Work with professionals to help develop the workshops.

Required qualification and skills

- Student or recent graduate in marketing or communication;
- Perfect command of written and spoken French and English;
- Very good computer skills.

Type of contract

Internship

Rate of employment

50%

Dates

From 13 September 2021 to 26 November 2021

Documents required to apply

Curriculum Vitae
Cover letter
Copy of diplomas
Work certificates

Documents to be provided at the time of employment

Swiss or European passport or valid work permit
Extracts of criminal record (standard and special)

Applications to be sent by email at

rh@iil.ch

10 août 2021