

INTERNATIONAL COOPERATIVE ALLIANCE – JOB OPENING 2024

Title: ICA Global Conference Assistant

About the role

Overall support to the Conference Secretariat for a period of 8 months starting 1 May 2024.

Work closely with the Conference Lead at the ICA Global Office and undertake the following tasks:

- Organize meetings of the working groups and committees involved in the preparation of the conference.
- Attend and prepare notes of the meetings and follow up on action items.
- Prepare and send invitation letters to whoever concerned, including member organizations, speakers, guests, and others, as instructed by Conference Lead.
- Assist in developing concept notes and other literature & content for the online and offline media related to the conference.
- Contribute to adding value to the Conference by thinking strategically with the Conference Team.
- Participate in person in New Delhi from Nov 20- Dec 1.
- Undertake any other related tasks for the success of the Conference.

About the Conference

International Cooperative Alliance established in 1895 is the global representative of cooperatives and represents close to 300 member organizations from over 100 countries. ICA global conferences are organized once every two years for its members, the wider cooperative movement and other stakeholders such as the civil society, diverse private sector and representatives of governments. The 2024 ICA Global Conference will take place in New Delhi, India on the theme **"Cooperatives Build Prosperity for All"**. The Conference will mark the official launch of the UN International Year of Cooperatives 2025.

Expected skills

Interest in organizing events that are multi-cultural
Good understanding of social economy and cooperatives
Passion for thinking out of the box
Excellent organizational skills
Very good writing and speaking skills
Naturally adept at handling unexpected situations during events

Requirements

- Working from the Brussels office (at least 2,5 days a week): full time position for 8 months.
- Send your short letter of motivation + cv to:
Jeroen Douglas, Director-General at: recruitment@ica.coop
- Remuneration: Competitive and in line with your experience and skills.