

Internship (6-9 months)

For a [Swiss-based organisation](#) that offers Director Education Programs, we are looking for a candidate interested in diving into the startup world and helping us becoming a worldwide leader in Directors Education. The intern will learn about participants management, acquire organisation skills and take responsibilities during the internship.

The Swiss startup ecosystem has developed enormously during the last 10 years and more professionals are becoming interested in joining board of young companies. Our trainers are professional board members, who have been exposed to startup typical challenges and therefore are ready to equip our participants with the best tools to face similar situations. After the success of the first session in 2015, the program grew tremendously! We are proud to offer 5 different course locations in Switzerland with sessions in French and in English and online fast track sessions to cross-border participants. Are you interested in getting involved?

Ideal candidates should have studied or have a bachelor in business & administration, marketing & communication or management.

They will support the team in:

- Organising education sessions
- Managing participants registration and onboarding
- Keeping track of invoices and payments
- Facilitating communication with participants and trainers
- Supporting on other administrative tasks

The ideal candidate should have excellent oral and written communication skills in English and French as well as capacity to work remotely. Other desirable qualities are flexibility and the ability to learn new tools quickly (Podio, Mailchimp, ...). It is expected that the assistant participates in some of the training sessions to provide on-site support to the coaches (in Switzerland).

Should you be interested please fill the following form:

<https://podio.com/webforms/12630418/862816>