



Events Intern – Wolfsberg Group Secretariat (50%)

Job title:	Events Intern – Wolfsberg Group Secretariat
Place of work:	Basel, Switzerland
Employment rate:	50%
Start date:	Mid of March 2023
Contract type:	Paid Internship, 4 months
Other requirements:	Must be eligible to work in Switzerland in order to apply for this position, preferably already located in or near Basel.

About the Wolfsberg Group

The Wolfsberg Group (www.wolfsberg-principles.com) is an association of 13 major global banks focused on enhancing how the financial services industry can combat and prevent financial crime. The Group was one of the first organisations established of its kind and its publications and guidance are used by the industry globally as a vital part of the fight against financial crime. The Group is also a frequent contributor to the work of standard setters around the world. Each year, the Wolfsberg Group organises a Forum, which gathers about 110 professionals from the private, public, and not-for-profit sectors to discuss the present and future of financial crime compliance and risk management.

Job description

The Events Intern will provide support to the work of the Wolfsberg Group Secretariat in relation to the organisation of the Forum, which will take place on 24-26 May 2023.

The main responsibilities will include:

- Assisting the Events Coordinator in the run-up to the Wolfsberg Group Forum (incl. exchanging communications with the invitees, liaising with the event facility, maintaining records)
- Contributing to ensuring appropriate follow-up after the event
- Supporting the team for any other task related to the organisation of the Forum
- Other duties as assigned

Knowledge and skills desired

- Enrolment in the final year of a university degree, or recent graduate
- Experience and/or knowledge in events management preferred
- Interest in the field of financial crime compliance and risk management
- Excellent time management, organisational and planning skills, with ability to multi-task and prioritise
- Proficient in MS Office

- Excellent written and verbal communications skills in English
- Attention to detail and problem-solving skills
- Motivated to work in a small team
- At ease with different time zones and multicultural environments

Offer

The Group offers an interesting and rewarding working environment with a proactive, dynamic and international team spirit. The work is both routine and varied, and offers scope for initiative and innovation. The salary is competitive.

Application

Please send your written application (CV, letter of motivation, reference letters and contact details of three professional or academic references; all documents merged in a single PDF file), at your earliest convenience, but no later than **17 February 2023** by email to: application@baselgovernance.org

For further information about this position, please contact **Pauline Blu** (paulineblu@wolfsberg-principles.com).

Equal opportunity employer

The Wolfsberg Group is an equal opportunity employer. It does not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.