



Events Intern – Wolfsberg Group Secretariat (50%)

Job title:	Events Intern – Wolfsberg Group Secretariat
Place of work:	Basel, Switzerland
Employment rate:	50%
Start date:	1 March 2024
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 Group (wolfsberg-group.org) is an association of 12 global banks focused on enhancing how the financial services industry and the regulatory community can combat and prevent financial crime. The Group was one of the first organisations of its kind to be established, its publications and guidance are used by the industry globally as a vital part of the fight against financial crime, and it is a frequent contributor to the work of international standard setters. The Group holds member-only quarterly meetings, as well as an annual conference and two training events. The annual conference is held in May and 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 14-17 May 2024.

The main responsibilities will include:

- Assisting 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.

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 **04 February 2024** by email to: application@baselgovernance.org

For further information about this position, please contact **Pauline Blu**:
(pauline.blu@wolfsberg-group.org).

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.