

WE ARE HIRING

The International Society of City and Regional Planners (ISOCARP) is looking for a

Student Assistant for Design

(10-16h/week) for our office in The Hague, starting March 2019.

We are looking for an enthusiastic student assistant to join our [international association](#) and provide creative ideas to help achieve our goals. You will have design and administrative duties in developing and implementing visual standards and materials, as well as assisting the team in various tasks.

As a student assistant, you will mainly work on the preparation of our next congress in Jakarta in September 2019 and collaborate with our [Team](#) in the Head Office, as well as members of our society from around the world. Your contribution will help to maintain, develop, and expand our society's objectives and fulfil our duties.

This internship will help you to expand your design skills and provide you with knowledge of our work, the various activities of our organisation, and create opportunities to become part of a global network of experienced urban and regional planners. For more detailed information, please read the description on the next page.

APPLICATION DEADLINE: 09 February 2019

More under www.isocarp.org

YOUR RESPONSIBILITIES:

- // Design and develop visual materials and templates
- // Prepare presentations and flyers
- // Support the congress team in administrative tasks
- // Assist in marketing and advertising promotional activities (e.g. social media, web)
- // Help distribute marketing materials
- // Help organise events

REQUIREMENTS:

- // Fluency in English, knowledge of any other language is beneficial
- // **STRONG** proficiency with Adobe Suite (InDesign, Photoshop, Illustrator)
- // Good knowledge of MS Office (Word, Excel, Powerpoint)
- // Passion for cities and design
- // Current enrollment in a related BS or Masters degree

WE OFFER:

- // a collaborative working environment
- // opportunities for creative and independent work
- // insights into the work of a global non-profit association
- // flexible working hours (10-16 hours per week)
- // a fair compensation

If you are interested in joining our team, please send your application, including a short CV and your motivation, to jobs@isocarp.org with '**Student Assistant Application + Your Name**' as the subject line before midnight of the 09 February 2018. We will come back to you in the following week and invite selected applicants for an interview in our office (Laan van Meerdervoort 70, 2517 AN The Hague) in the second half of February.