



## **Job Title: Policy Administration and Communications Assistant (Internship)**

Location: Paris, France | Duration: 6 months

### **Job Description**

Established in 1962, *Business at OECD* (BIAC) is the officially recognised institutional business stakeholder to the OECD. *Business at OECD* stands for policies that enable businesses of all sizes to contribute to economic growth, sustainable development, and societal prosperity through global competitiveness. Through *Business at OECD*, national business and employers' federations representing over 10 million companies provide perspectives to cutting-edge OECD policy debates that shape market-based economies and impact global governance. *Business at OECD's* expertise is enriched by the contributions of a wide range of international sector organisations.

We are seeking a motivated and detail-oriented Policy Administration and Communications Assistant (Intern) to support our team in delivering high-level international meetings and events, as well as implementation of our communications strategy.

### **Key Responsibilities**

#### **Administrative Support and Event Organisation**

- Support the planning and delivery of high-level events, conferences, and meetings held at the OECD and other venues.
- Maintain and update *Business at OECD* databases, contact lists, and stakeholder information.
- Ensure the accuracy of records and membership data.
- Assist with document preparation, meeting materials, and administrative processes.
- Welcome and assist high-level guests, business leaders, policymakers, and Ambassadors.
- Support the management of invitations, registrations, and follow-up communications.
- Liaise with OECD teams, conference support and catering teams to ensure smooth delivery.
- Assist with on-site event management and troubleshooting.

#### **Communications Support**

- Support creation of event branding materials (posters, totems, graphics etc.).
- Assist the design and finalisation of publications and reports.
- Support content creation on digital communications channels (X, LinkedIn, Instagram, and website).
- Liaise with the policy team and Communications Manager for photo opportunities at the OECD and various events.
- Assist with horizontal communications activities as needed.

### ***Required Skills and Qualifications***

- Currently enrolled in a Bachelor's or Master's degree programme in Business, Event Management, International Relations, Communications, or a related field.
- Strong organisational skills and attention to detail.
- Excellent interpersonal and communication skills.
- Ability to manage multiple tasks and work effectively in an international environment.
- Proficiency in Microsoft Office applications (Outlook, Word, Excel, PowerPoint).
- Knowledge in using the Adobe suite, and content creation tools (Canva, Adobe Express) is desirable.
- Fluency in English; with good knowledge of French.

### ***How to Apply***

Interested candidates are invited to submit their CV and a cover letter to Business at OECD's Global Events Manager, Kelsey Ware ([ware@biac.org](mailto:ware@biac.org)), and Communications Manager, Max Jablonowski ([jablonowski@biac.org](mailto:jablonowski@biac.org)) by Friday 31<sup>st</sup> July 2026.