



## Terms of Reference

### Membership Intern International Road Federation (IRF Geneva)

#### Context

The International Road Federation (IRF Geneva) is a global, independent, not-for-profit organisation with headquarters in Geneva, Switzerland. Active since 1948, IRF is a membership-based organisation, representing leading corporate and institutional players drawn from the road and mobility sectors worldwide. Its mission is to promote the development of roads and road networks that enable access and sustainable mobility for all. Its approach is centred on key strategic components of knowledge transfer & information sharing, connecting people, businesses and organisations and policy & advocacy.

#### Assignment

The individual filling this position will support the IRF Membership Team and potential membership with the following tasks:

- Understanding the member organisations and developing a one-page description of each member organisation;
- Following a communicating plan with the membership. This plan can include, for example, an electronic newsletter, social media campaigns, and use of social media such as twitter;
- Preparing a membership survey;
- Support Membership Manager in reaching out to members to coordinate their input and contribution to IRF activities;
- Support the management and maintenance of the CRM (Salesforce);
- Support activities for membership retention and recruitment;
- Ensuring administrative follow-up on issues relating to membership.

#### Qualifications

- Dynamic, multitasking, pro-active person
- Able to work with minimum instructions
- Good communicator
- Previous experience in similar position welcome
- Able to tailor message to different audiences
- At ease with different cultures
- Arabic, Russian, Spanish, Chinese language is a plus

#### Duration

Min. 2-3 months, starting asap. This is an unpaid internship position.

#### Please send your application including CV and cover letter to:

Méline Huynh, [mhuynh@irfnet.ch](mailto:mhuynh@irfnet.ch)

  
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