



**Program Planner - Leveraging Airports for Economic Development**  
Possible GRA or Unpaid Internship  
Part time/ Full time/Project Basis  
Atlanta, Georgia

CIFAL Atlanta is the North American capacity building center for the United Nations Institute for Training and Research (UNITAR). For 2007 CIFAL Atlanta is organizing four Executive Seminars on "Leveraging Airports for Economic Development." These four private seminars will engage an important group of senior aviation officials from developing economies to utilize airports as engines for maintaining and developing a safer, more secure, more environmentally compatible, more efficient and more prosperous societies.

CIFAL is seeking highly motivated, pro-active interns to play an active role in the planning and execution of these high profile programs.

**Major Responsibilities:**

- Work directly with Program Manager and Program Coordinator in all aspects of event planning
- Coordinate services for events, such as accommodation and transportation for participants, facilities, catering, signage, displays, special needs requirements, and printing
- Join CIFAL team in meetings with organizing committees in order to plan scope and format of events, to establish and monitor budgets, and to review administrative procedures and event progress
- Lead pre-event assessment efforts between CIFAL and delegate cities in order to determine the level of capacity of the airport officials
- Liaise with delegates and speakers on program details and participation information
- Organize registration of event participants
- Assist in efforts to publicize events and promote sponsorships of events
- Give post-event assessment of event and event management and to determine how future events could be improved

**Desired Qualities & Experience:**

- Detail Oriented
- Works well with a team
- Self-starter, good attitude
- Excellent time management skills
- Strong written and oral communication skills
- Prior event planning experience or project management a plus
- Foreign language skills a plus

**Individuals interested in the following should consider this position:**

- Public policy
- International Agencies
- Aviation, airport management
- Hospitality management
- Event management

**Please send resumes to:**

Email : [hr@cifalatlanta.org](mailto:hr@cifalatlanta.org)

Include in email subject line: "Airports Program Internship"

**About CIFAL Atlanta:**

C.I.F.A.L., a French acronym for *Centre International de Formation des Autorités/Acteurs Locaux* or in English *International Training Centre for Local Authorities/Actors*, provides capacity building programs and events for local authorities, mayors, governors or municipal councilors and their key executives as well as private sector and civil society leaders in the areas of sustainable urbanization and environment, information society, and human, social and economic development.

CIFAL Atlanta: [www.cifalatlanta.org/](http://www.cifalatlanta.org/)

CIFAL Atlanta Airports Program:

[http://www.cifalatlanta.org/workshops/commercial\\_diplomacy/ACI-CIFAL-ATL%20Airport%202007.pdf](http://www.cifalatlanta.org/workshops/commercial_diplomacy/ACI-CIFAL-ATL%20Airport%202007.pdf)

UNITAR: <http://dcp.unitar.org/>