



AmCham France

Marketing & Member Relations Officer

An integral part of the AmCham team, the Marketing & Member Relations Officer will assist in AmCham's activities. The internship will provide a unique opportunity to get experience with all the aspects and work of an international business organisation and cooperate with a wide range of partners.

DUTIES & RESPONSABILITIES

At AmCham, we are a small and dynamic team, so we are looking for someone who is hands-on and able to multi-task. Key responsibilities will include:

Development:

- Assist the Director of member relations & development with the management of incoming information requests. He/she supports the Member Relations & Business Development Director in reaching out to business development targets.
- Draft briefings on business development targets.

Membership Management:

- Ensure invoices are paid on time.
- Remain in permanent contact with members and contribute to maintain a customer relationship program.

Marketing:

- Develop marketing tools to support business development.

Events:

- Assist the team in organizing events and meetings. Conduct outreach (email, phone), as appropriate, to partners, members and speakers.
- Participate to AmCham events and contribute to promoting membership services to potential and existing members.

CANDIDATE PROFILE

- Excellent communication skills in English and French. Drafting and strong writing capabilities.
- Strong interpersonal skills and ability to interact professionally with colleagues and members, which include high level corporate business professionals.
- Highly organized and accurate. The candidate must demonstrate a great eye for detail.
- Positive can-do attitude, and proactive.
- Self-motivated and able to work independently.

QUALIFICATIONS

- Enrolled in a first degree (Bachelors) or Masters at University.
- Completed a first professional experience/internship.
- Proficient user of Word, Excel and PowerPoint a must.
- Previous experience with CRM is helpful but not critical.

Full time (6 months). Paid internship (monthly minimum wage ≈ 570 EUR).

Official placement agreement ("Convention de Stage") required.

We are looking for someone to start asap. To apply, please send a CV and a one page cover letter to amchamfrance@amchamfrance.org.