



## Communications & Events Officer

An integral part of the AmCham team, the Communications & Events Officer will assist in the development of AmCham's activities. This internship will provide you with a unique opportunity to get experience with all the aspects and work of an international business organization. You'll cooperate with a wide range of partners and companies.

### 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:

#### Events:

- Assist the team in organizing events, conferences and meetings.
- Help coordinate the logistical aspects (catering, location, audio/visual, entertainment, badges).
- Conduct outreach (email, phone), as appropriate, to partners, speakers, the press and members.
- Draft event invitations, and follow registration requests. Support the development of event marketing campaigns.
- Draft briefings for our CEO on speakers and topics.

#### Social Media:

- Implement AmCham's social media strategy day by day, and live tweet during events.
- Manage our channels (facebook, twitter, youtube and linkedin) under the supervision of the Communications & Partnerships Director.

#### Communication:

- Update our official website with news, deals, and other relevant information.
- Draft the quarterly e-newsletter.

### 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.
- Hands-on, positive can-do attitude. Team-working skills.

### QUALIFICATIONS

- Enrolled in a first degree or Masters at University, preferably in Events/Communications/Public Affairs/Press or related fields.
- Completed a first professional experience/internship.
- Proficient user of Word, Excel and PowerPoint a must.
- Knowledge and experience in MailChimp, Canva or equivalent is helpful but not required.

**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 in September 2018. To apply, please send a CV and a one page cover letter to [amchamfrance@amchamfrance.org](mailto:amchamfrance@amchamfrance.org)**