



# UNITEE

European-Turkish Business Confederation  
Business Beyond Borders

## COMMUNICATIONS AND SOCIAL MEDIA INTERN

### JOB'S PURPOSE

As UNITEE's **Communications and Social Media Interns**, you will have the great challenge of **branding the reputation of UNITEE** by making use of the **modern techniques and tools** of communication. In particular, you will be in charge of editing our monthly Newsletters and developing our social media content. You will also help our Blog Editor in defining the Blog's strategies and content as well as in maintaining the Blog.

You will also have the opportunity to **assist the rest of the team in its various tasks** (event management, public relations).

### Communications and social media (60%)

- Assist our Blog Editor with the maintenance of the Blog but also with the editorial strategies, the content (proofreading, editing) and the communication;
- Coordinate the production and development of our Newsletter as well as social media content (Facebook; Twitter);
- Assist with content development for our Blog and brochures and create new communications products (marketing materials...)
- Write articles for our review, website...
- Conduct interviews (post-event interviews, success stories...);

### Other (40%)

- Prepare meetings with stakeholders and decision makers;
- Undertake researches on a given topic;
- Assist our Event Manager with event production (template, reports, and logistics);
- ...

### REQUIRED COMPETENCIES/ SKILLS

#### Interpersonal skills

- Ability to work both independently and in a team (with people from different cultural background) ;
- Ability to take initiatives and be creative (used to work with a lot of freedom and thus able to efficiently use it, namely to come with new ideas and proposals);

#### Communication and language skills

- Clear, concise style and proofreading techniques;
- Excellent oral and written communication skills (used to meet or get in touch with people at all levels, physically or on the phone);
- Excellent English;

#### IT skills

- Uses MS Excel, MS Word and Power Point software in a proficient manner.
- Good knowledge of Indesign and Photoshop would be an asset.