



UNITEE

New European Business Confederation

COMMUNICATIONS AND SOCIAL MEDIA INTERN

PURPOSE

As UNITEE's **Communications and Social Media Intern**, 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%)

- Help with the organisation of a Business and Trade Fair (logistics, communication, sponsors...);
- 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;

Communication and language skills

- Clear, concise style and proofreading techniques;
- Excellent oral and written communication skills;
- 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.