

Communications

Entrepreneurial Internship

6 months minimum - Starting October 5, 2020

We are looking to recruit a young and enthusiastic candidate for an entrepreneurial internship of minimum 6 and up to 12 months in our Brussels office. If you hold passion for and experience in **Communications**, we look forward to hearing from you.

Main tasks

- Support the team in implementing the required communication strategies
- Contribute to the internal cross functional communication team
- Assist the project managers in updating websites and actively using social media
- Content creation for posts (including visuals)
- Preparation of documents (flyers, presentations, press kits)
- Scheduling interviews for senior colleagues
- Feed input to and manage the media database

Requirements

- Background in Communication, Public Relations, Events Planning, Media Management
- Knowledge and understanding of European affairs
- Experience in web design and content production
- Experience with social media and MS 365 package (Excel, Word, PowerPoint and Teams)
- Excellent communication (oral and written) and presentation skills
- Outstanding organisational and interpersonal abilities (problem solving)
- Positive attitude as a flexible team player
- Fluent/native English
- Applicants with a grant scheme (e.g. Erasmus for Young Entrepreneurs, Eurodyssey, Erasmus+, other scholarships) will be shortlisted for an interview

What we offer

- Language skills and intercultural competences due to the dynamic and international environment
- Working actively with Policy Makers, Public Affairs and Media Senior Managers
- Daily contact with our clients and partners operating globally
- Internal mobility
- Possibility to be hired after the internship

Agreement: In addition to the grant scheme (if any), ianusGroup will provide the intern with up to 200EUR per month to cover lunch and transportation costs.

Number of vacancies: 1

Application deadline: September 25, 2020

Submission: info@ianusgroup.com

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