

Communications

Entrepreneurial Internship

6 months minimum

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

- Supporting project managers in implementing the required internal and external communication strategies
- Contributing to the internal cross-functional team on Communications
- Supporting with organizing events (online and offline) as per the client industry and interests
- Assisting the project managers in updating websites and actively using social media
- Draft periodic social media reports to present to clients and stakeholders
- Digital storytelling and content creation for posts (including visuals)
- Content editing and preparation of presentations, flyers, infographics, annual reports, press releases and newsletters

Requirements

- Background in Communications, Digital Marketing, Public Affairs
- Knowledge and understanding of European affairs
- Experience with social media and MS 365 package (Outlook, Excel, Word, PowerPoint, SharePoint, Teams)
- Excellent communication (oral and written) and presentation skills
- Outstanding organisational and interpersonal abilities (problem solving)
- Experience in web design and content production
- Deep IT literacy is an asset (applications, Wordpress, Wix, SquareSpace and other online platforms)
- Positive attitude as a flexible team player
- Fluent/native English
- Applicants with a grant scheme (e.g. Erasmus for Young Entrepreneurs, Eurodisney, 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

Number of vacancies: 1

Submission: secretariat@ianusgroup.com

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