

## **Communications/event position (Intern)**

### **Job Description**

The Communications/event Intern is in charge of overseeing all internal and external communications for the Chamber. They will produce high-quality content that engages our members, provides visibility to our member companies, and builds recognition of the CCFL network. They also help to organize event both social and business.

The main duties will include creating informative content, collection and communication of member content, creation, and communication of CCFL marketing material and management of all communication platforms.

### **Duties and Responsibilities**

- Create innovative and interesting content for our communications platforms (website, social media, weekly newsletter) and related marketing materials
- Develop and implement effective communications strategies that provide visibility to members, awareness of the chamber and promote all activities and services of the Chamber
- Monitor daily member news and current affairs
- Execute communication and marketing strategies for new services, events, and promotions
- Benchmark of competitors
- Community management
  - Organization of the publication calendar
  - Creation and distribution of content
  - Animation of the community
  - Call to the members
- Help to organize event for our members or in partnership with stakeholders in Lithuania and in France

### **Skills**

- Strong knowledge of communication practices and techniques
- Outstanding written and verbal communication skills in English
- Excellent organizational and multitasking abilities (IMPORTANT SKILLS – as a small team you need to be able to move from a priority to another one easily)
- An ability and willingness to grasp and apply new tools quickly
- Important soft skills
  - Creativity and enjoy producing content
  - Have initiative, proactive and curiosity

### **Required education and experience**

- Proficiency in MS Office, communication platforms (social media, Mailchimp) and design tools (Canva, InDesign)
- A degree in Communications, Marketing or relevant field

### **Preferred education and experience**

- Proven experience creating targeted content
- Knowledge of both French and Lithuanian Business environments and key sector insights
- General knowledge on Chamber of Commerce and their missions