

Intern's responsibilities

1- Promotion & Visibility of all publications

- Be responsible for the effective implementation of the publication's distribution (keeping and updating of the distribution database and subscribers database, production of labels, mailing out and organisation of bulk deliveries).
- Update of the Chamber's CRM: Enterprise (contribution in INFO)
- Assist with the development of all publications distribution (management of existing distribution channels and proactive look out of new distribution points for *INFO* magazine, Business Guides, etc.) Follow up of existing distribution points (libraries, etc.)
- Update of the CCFGB publications' presentations including the Media Pack and the publications' pages on the Chamber website.
- Weekly Press review
- Assist with the Monthly newsletter and *INFO* newsletter
- Assist with the development of the communication plan (benchmarking with other Chambers about their communication strategy, contact with press partners, Annual Report, General Media Pack etc.)

INFO Magazine:

- In charge of all the research around INFO Focus themes
- Liaise with Editor in Chief in order to propose a draft running order prior to the editorial Committee
- In coordination with the MD, the Head of Communication and the Editor in Chief, identify the potential members who can be invited to the Editorial Committee. Contacts, follow up, in charge of the logistics of the room, insure a minimum of participants.
- Assist the Editor in Chief in liaising with contributors
- In charge of Regional News section
- In charge of the Culture section (exhibitions, books etc.)

2- Advertising & Marketing

- Be responsible for the update of the advertisers and potential advertiser's records on the database
- Benchmark with comparable publications regarding rates and advertiser.
- Research new potential advertisers by sectors and help develop our database by searching contacts on LinkedIn etc.
- Assist account manager with preparing and issuing invoices and follow up
- Mailing of thank you letters

Intern's profile

- Level Bac + 4-5 (IEP, Communication school etc.)
- Good knowledge of basic IT tools (MS Outlook, Word, Excel etc.)
- Organizational skills (strong ability to manage deadlines and coordinate tasks)
- Good communication skills (written and spoken), both in French and English
- Show good initiative
- Multi-task

Knowledge in graphic design (Photoshop, In Design, Dreamwaver) would be a plus.