



## JOB DESCRIPTION

JOB TITLE	Communication & Marketing Intern
LEVEL	Intern, temporary contract (6 months, paid)
DEPARTMENT	COMMUNICATIONS UNIT

JOB OBJECTIVE	<p>The Communications &amp; Marketing Intern supports the Communications team in its goal to deliver a continuous and outstanding service and products to ECCO member Societies working in oncology. He/she is interested in gaining first-hand experience in a dynamic and fast-paced marketing and policy communications environment. The working language at ECCO is English.</p>
MAIN RESPONSIBILITIES	<ul style="list-style-type: none"><li>• Work with operations, policy and science team, project manager and Comms colleagues to implement the marketing and policy communication plans</li><li>• Coordinate the creation and distribution of marketing collateral such as Advance Programmes, Programme Books, newsletters, e-blasts, advertising, website content, social media text, or other communication tools</li><li>• Responsible for composing &amp; editing communications, including creating content for and maintaining relevant clients' web pages</li><li>• Together with the other members of the Communications Team, come up with fresh, innovative ideas for both formats and contents of communication tools;</li><li>• Responsible for keeping promotional materials updated and maintaining relevant web pages</li><li>• Research, identify and follow-up on potential partners for barter exchange of services to promote and enhance exposure of client events and services</li><li>• Event collateral planning and follow up</li><li>• Advertising planning and follow up</li><li>• Work with external suppliers</li><li>• Follow-up/report on communication status for specific projects</li></ul>
DESCRIPTIONS OF THE RELATIONSHIPS	<ul style="list-style-type: none"><li>• Reporting to the Communications &amp; Marketing Coordinators</li><li>• Close collaboration with the conference Project Managers</li><li>• Close collaboration with the Policy Unit, Science and the Congress Unit</li></ul>



<b>SKILL SPECIFICATIONS</b>	<ul style="list-style-type: none"><li>• University degree in Communications and PR, marketing, political science, social science, journalism or any related disciplines preferred;</li><li>• Strong analytical and communication skills –Fluency in English, with proven writing skills; knowledge of additional languages is welcome</li><li>• Excellent organisational skills</li><li>• Be a team player able to follow internal and external workflows with precise deadlines</li></ul>
<b>PROFILE &amp; EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Currently enrolled in an graduate degree programme with a university or other higher education entity</li><li>• Computer and internet literate</li><li>• Additional educational qualifications, experience in policy research, interest in EU affairs, and adequate knowledge of one or two more languages are considered assets.</li></ul> <p>Internships are remunerated on a level comparable to the internship programmes offered at European institutions.</p>
	<p>Interested applicants should forward a detailed CV and a cover letter by email to <a href="mailto:Gwydion.Lyn@ecco-org.eu">Gwydion.Lyn@ecco-org.eu</a>; Deadline: 7 April 2017</p>