

Marketing and Communication Assistant

Internship offer - 6 months

The French-Australian Chamber is an independent not-for-profit organisation comprising more than 500 members. Our head office is based in Sydney and we also have four other Chapters and offices in Melbourne, Brisbane, Perth, and Adelaide. The Chamber is affiliated with CCI France International, a worldwide network of 123 French Chambers operating in 92 countries.

The Chamber's main mission is to promote our members and help French and Australian companies succeed through information, networking and business support services.

About the role

Supporting the Marketing and Communication Manager you will be integral to both day to day operations and projects across the team.

Duties and responsibilities:

- Help implement communication strategies for Flagship and Chapter events
- Support the planning, delivery, tracking, and reporting on cross-functional projects
- Create and design emailings, publications, social media posts...
- Assist in maintaining web content and executing social media content
- Research, plan and create content collaboratively with colleagues
- Facilitate effective internal communications
- Other: may assist with event logistics plus on-the-ground event execution, answering phone calls, database entry and providing administrative support

About you

The following are essential to be considered for this role:

- Right to work in Australia (WHV accepted)
- 'Convention de stage' or learning agreement for internship with your university or college
- Already be located in Australia or be able to move to Australia
- Dynamic team player, organised, honest, fast learner and quick thinker
- Enthusiastic and positive attitude, flexible, able to adapt to different challenges and situations
- Proactive and self-motivated independent worker
- Initiative and Creativity
- Education in Marketing, Communication or Business
- Excellent attention to detail

Your skills

- Experience in marketing and communication
- Very high level of written and spoken English and French
- Adobe Creative Suite; in particular InDesign and Photoshop
- Computer skills, Office Pack (Word, Excel, PowerPoint...)
- Experience managing social media content

What we offer

You will gain invaluable experience within an international, young and dynamic organisation based right in the heart of Sydney. Every member of our small team is valued, and you will have the opportunity to meet a wide range of people from the French-Australian business community. This is a good chance to gain experience and access to an extensive Australian professional network.

To find out more about the French-Australian Chamber of Commerce, please visit our website: <https://www.facci.com.au/>

Notes

Job type: Full time internship

Gratification: \$540 per month

Date: (ASAP) May 2019 - End of December 2019

Address: Level 26, 31 market street, 2000 Sydney, NSW, Australia

Before applying, please make sure to meet the following requirements:

- ✓ Australian Citizen/Resident or eligible for a Working Holiday Visa - [Info here](#)
- ✓ Make sure the internship role is relevant to your studies
- ✓ Fluent in English (daily phone conversations, emails, social media posts, article writing and meetings in English)
- ✓ Able to live 6 months away from France, friends and family
- ✓ Have enough money to live in Sydney for 6 months, as the internship gratification doesn't cover the cost of living

**If you think this sounds like you,
please get in touch and send us your resume and cover letter!**

Contact

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Marketing and Communication Manager

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