

Internship Events and Services Assistant

Start date and duration: September for 6 months
Paid internship: €450 monthly

The **France Ireland Chamber of Commerce (FICC)** is a membership organisation based in Dublin which promotes and represents the interests of businesses between Ireland and France. The role of Events & Services Assistant reports to the Director of the Chamber. This is an excellent role for business or marketing/communication students looking to build on their experience in the international arena. It is particularly suited to the areas of international marketing & PR. Based in the city centre, the role will provide a mix of interesting and varied tasks including:

- ❖ Assistance in the implementation of FICC communication plan, including
 - Promotional designs for events, social networks, online communications
 - Website updates
 - Newsletters
 - Social networks (LinkedIn, Instagram)

- ❖ Co-ordination of **all the activities required to assist the Director and the Executive** in the management of the Chamber's events, including but not exclusively:
 - Secretarial support to the Director of FICC
 - Office administration
 - Maintenance of event databases and registrations (badges, lists, banners)
 - On-site supervision of all logistics associated with events
 - Assist with coordination of presentations, agendas, travel arrangements etc. as advised
 - Tracking of fee payments and expenses
 - Promotion of events via all media types

- ❖ Development and promotion of the Member Privilege Programme (B to B)
- ❖ Assistance in maintaining and tracking of membership database and fee payments

Required Skills, Knowledge and Experience:

- Knowledge of Canva is required
- Self-motivated with a structured and determined approach to work
- Strong organisational and administrative abilities with an emphasis on accuracy
- Excellent interpersonal and customer service skills
- Ability to take initiative and ownership of assigned responsibilities
- Ability to multi-task, prioritise work, and manage time to meet strict deadlines
- Excellent working knowledge of MS Office, web technologies
- Flexibility (ability to work in a small structure)
- Fluent in French and English essential
- Interest in Irish and French culture

To apply send CV and cover letter to Lea at info@franceireland.ie

