

Communication & Event Coordination Internship

Location: Brussels

Duration: 7 to 9 months

Period: March/April to end October 2023 (tbc)

We are looking for a junior profile to complement his/her ongoing studies with an exciting work experience at FEFCO in Brussels. The intern will work directly under supervision of the Communications Director and in close cooperation with the other members of our small team. The work would involve covering a broad range of topics including:

- Preparation of FEFCO's bi-annual event
- Assistance in implementing FEFCO's communication strategy
- Supporting the FEFCO team in its day-to-day activities

Internship task description

- Supporting the team with event organisation tasks
- Social media and communication preparation related to the event
- Support in elaborating the new event mobile app
- Assisting the team with various administrative duties related to the event
- Monitoring relevant industry news and compiling newsletter

Your profile

- Good command of oral and written English (native level)
- Relevant studies (degree in communications, event management)
- Previous experience with event organisation, communication, press work and or social media
- Pro-active, responsive, flexible, good organisational skills
- Working knowledge of Office suite

Terms and Conditions

- Candidates must be eligible for a 'Convention d'immersion professionnelle'
- The internship remuneration is under the conditions of the 'Convention d'immersion professionnelle', (subject to approval by Bruxelles Formation)
- IMPORTANT: Only applicants eligible to work in Belgium will be considered.

The European Association for Corrugated Packaging represents an industry which is known for its superb level of sustainability and environmental advantages. More than two thirds of all packaged goods are packed in corrugated, a paper-based packaging which is 100% recyclable. Over 400 companies produce corrugated in more than 700 plants across Europe. FEFCO promotes the benefits and advantages of the material successfully at European level.

Recruitment Data Privacy

FEFCO commits to carefully handle the privacy and personal data of candidates in a way that is compatible with the purposes for which the data were collected.

Application

To apply: Please send your CV and cover letter (not more than 1 page) to the email assistant@fefco.org. Your cover letter should detail how your profile matches the requirements of this position.