

JOB DESCRIPTION

JOB TITLE	Communication & Marketing Assistant
JOB LEVEL	CIP Internship
DEPARTMENT	Communication & Marketing Department at SIOPE Europe (SIOPE) – European Society for Paediatric Oncology
JOB ANNOUNCEMENT	SIOPE Europe is recruiting a COMMUNICATION & MARKETING ASSISTANT for a paid internship (M/F) to provide support to the agency. This is an excellent opportunity to understand communication strategies and international awareness campaigns. You will gain in depth understanding of marketing activities within a well-established European Society and develop your skills and experience. The internship is for six months, under a remunerated CIP contract (Convention d'immersion professionnelle).
JOB OBJECTIVE	The SIOPE Communication & Marketing Intern is responsible to assist in all internal and external communication including managing dissemination and roll-out of the communication strategy as well as dedicated campaigns on childhood cancer awareness.
MAIN RESPONSIBILITIES	<p>Main responsibilities for Communication & Marketing in SIOPE Europe:</p> <ul style="list-style-type: none"> ▪ Assisting with the organization's communication strategy. ▪ Implementing digital marketing & communication plans to increase awareness. ▪ Assisting with the development of marketing activities. ▪ Enhance profile of organisation through press releases, expert interviews etc. ▪ Inform and update the Paediatric Oncology community through regular electronic communication tools such as website, newsletters and other ▪ Assisting with the development of Childhood Cancer Awareness Campaigns and/or other important campaigns throughout the year. ▪ Creating content: creating and editing content like articles, reports, videos, banners, visuals, etc. ▪ Social Media: Providing and scheduling content for agency's social media. Creating social media content including copy and visuals.
DESCRIPTIONS OF THE RELATIONSHIPS	<p>Reporting to:</p> <ul style="list-style-type: none"> ▪ SIOPE CEO ▪ Communication & Marketing Manager at SIOPE
SKILL SPECIFICATIONS	<ul style="list-style-type: none"> ▪ Fluency in spoken and written English (with French and/or Dutch highly desirable) ▪ Excellent written and verbal communication skills ▪ Administrative and computer skills, including good knowledge of MS office, Internet, and email technologies. ▪ You have a passion for Communications and keep up with new trends in marketing, and especially social media.

	<ul style="list-style-type: none"> ▪ You are up to date & have excellent knowledge of social media management tools and analytics. Experience or knowledge of other tools such as Canva and MailChimp would be considered an asset.
PROFILE & EXPERIENCE	<ul style="list-style-type: none"> ▪ University degree in communications, marketing journalism, public relations or an equivalent field. ▪ No prior work experience required, but a strong willingness to learn. ▪ Knowledge of healthcare, cancer issues and oncology is an asset. ▪ Multitasking, detail minded and well organised ▪ Willing to travel on limited scale
DEADLINE FOR APPLICATIONS	Submit your application by 31 January 2025. We will be reviewing applications on a rolling basis.
APPLICATION PROCEDURE	Please send your CV and letter of motivation with the subject "Communication & Marketing Assistant - first and last name" to: stejsi.shehi@siope.eu