

JOB DESCRIPTION

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| 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 ▪ Comms & Marketing Senior Coordinator |
| SKILL SPECIFICATIONS | <ul style="list-style-type: none"> ▪ Fluency in spoken and written English (other European languages would be an asset) ▪ 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. |

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| | <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 (CV and Motivation Letter) by 7 July 2024. 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 |