

Publications & Communications Assistant 6 month internship

The French Chamber of Commerce in Great Britain is looking for an intern to work in the Publications and Communications Department. The main responsibilities of this role are helping to produce the Chamber's bi-monthly magazine *INFO*, compiling press reviews and assisting with corporate communications.

About the French Chamber

Established in 1883, our Chamber is part of a network of 112 French Chambers of Commerce Abroad and is one of the top French Chambers worldwide. We are also the largest Foreign Chamber in the UK in terms of both turnover and range of services offered.

Our main aims are to provide a platform for exchange and networking at the service of Franco-British firms in the UK, to promote our members' interests to key decision makers and to help develop economic and commercial relations between France and the UK.

We take pride in the quality of our publications, including our magazine *INFO*, our members' directory, our business guides and our Cross-Cultural Relations Booklet as well as our e-newsletters. They all provide a wealth of information and help promote the interests of the Franco-British business community.

INFO Magazine is the only Franco-British business publication in the UK. *INFO* covers the latest news and developments in key industries, interviews key players in the Franco-British business and political worlds, all the while inviting contributions from French and British experts in their field or sector of activity.

Intern's responsibilities

1. *INFO Magazine:*

- In charge of all the research around *INFO* Focus themes.
- Liaise with Editor in Chief in order to propose a draft running order prior to the editorial Committee
- In coordination with the MD, the membership and publications departments, identify the potential members who can be invited to the Editorial Committees. Contact them, and do the follow up.
- Organisation of the editorial committees (Booking of the room, preparation of name badges and of all the docs needed)
- Ensure a minimum of 12 participants to each editorial committee
- Assist the Editor in Chief in liaising with various contributors, chasing articles and making sure that deadlines are respected. Update retro planning
- In charge of the Culture section (exhibitions, books etc.) and the Chamber shorties' section
- Collation of news for SME & Start-ups section
- Assist Corporate Communications Executive to collate Company News

- Create excel table with all companies featured in the magazine and contact names + take care of sending extra copies to these members
- Write articles for the magazine (depending on English writing skills)

2. Promotion & Visibility of all publications

- Be responsible for the effective implementation of the publication's distribution (keeping and updating of the distribution database and subscribers database, production of labels, mailing out and organisation of bulk deliveries).
- Assist with the development of all publications distribution (management of existing distribution channels and proactive look out of new distribution points for INFO magazine, Business Guides, etc.). Follow up of existing distribution points (libraries, etc.)
- Prepare extra lists of distribution for each issue of INFO based on the focus
- Update of the Chamber's CRM for each article and advertisement published in INFO
- Update Publications' procedures
- Weekly Press review
- Press reviews on specific subjects or sectors of activities
- Assist with the Monthly newsletter and INFO newsletter
- Create flat plan of running order
- Write articles for the magazine (depending on English writing skills)

3. Corporate Communication

- Assist on press relations and newsletters
- Support the presence of the Chamber on its social media platforms (Twitter, LinkedIn, Facebook)

Intern's profile

- Level Bac + 4-5 (IEP, Communication school etc.)
- Good knowledge of basic IT tools (MS Outlook, Word, Excel etc.)
- Organizational skills (strong ability to manage deadlines and coordinate tasks)
- Excellent communication skills (written and spoken) in English
- Show good initiative
- Multi-task
- Knowledge in graphic design (Photoshop, In Design, Dreamwaver) would be a plus.

Please note that it is a full time position for which we will make a contribution towards your travelling and maintenance expenses during the period.

The role is based in central London in a dynamic, multicultural and young team.

To apply for this position please submit your CV and cover to Keri Fuller: kfuller@ccfgb.co.uk