

## Social Media and Digital Assistant

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The position is a full time internship for a period of 6 months starting ASAP. The role is based in central London in a dynamic, multicultural and young team. The Social Media and Digital Assistant report to the Head of Communications and works in the Publication & Communication Department

### About the French Chamber

With over 132 years of experience in the UK, more than 600 member companies and 25 members of staff, the French Chamber is the largest foreign Chamber in the UK and one of the 5 largest French Chambers worldwide. Its mission is to contribute to developing and fostering economic and commercial relations between France and Great Britain. Informing members on a wide range of Franco-British business topics is therefore highly important to us. The Chamber's publications/communication departments provide our members with all of the useful and informative details needed.

### Intern's responsibilities

- Coordinate and support the content production of the different departments
- Ensure consistency and accuracy in postings
- Reactively respond to clients/members on social platforms using FAQ documents
- Provide necessary research and data to help produce new content
- Benchmark and provide recommendations research potential opportunities (new platforms, video, campaigns etc.)
- Monitor and report social media ( KPI)

Beside Social Media management, the intern would:

- Update the News section of the website
- Contribute to Search Engine Optimisation (SEO) of content
- Support the production of innovative presentations
- Support the transversal digitalisation of the Chamber

Intern's profile

- Excellent written and spoken English (native level) / fluency in French is desirable
- Advanced knowledge of social media platforms such as Twitter, Linked and Facebook
- Excellent written skills and previous blogging experience
- Able to work independently, research new content and engage with audiences
- Positive and energetic approach to work on all tasks set
- Rigor and Creative thinking skills are important
- Available to start immediately

The successful candidate will be passionate about Social Media; will show great attention to detail and perfect spelling.

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

**Please send your CV, cover letter and ideally an example of your work to Marielle Fraize, Head of Communications [mfraize@ccfgb.co.uk](mailto:mfraize@ccfgb.co.uk)**