



WOMEN'S FORUM

FOR THE ECONOMY & SOCIETY

Building the future with women's vision

DIGITAL COMMUNICATION INTERNSHIP

Paris, France
4 to 6 months from now

JOB DESCRIPTION

Within the communication team, the main mission of the digital communication internship will be:

Community Management

- Plan social content and maintaining the content calendar ensuring social media content is regular, relevant and engaging (Facebook, Twitter, Instagram...)
- Report on social media engagements within the community
- Network with community members and identify who are the best speakers to follow and communicate on
- Identify communication opportunities on the social media depending on the news
- Provide engaging text, image and video content for social media accounts
- Organize and participate in events to build community and boost brand awareness
- Identify and report on community trends and provide reports to measure the success of community engagement

Graphic Design

- Work on communication projects (templates, banners, social media visuals)
- Deliver web ready layouts and assets for company website and digital reports
- Present ideas and provide creative solutions to design projects

PROFILE

- Knowledge of Social Media (Twitter, Facebook, Instagram, LinkedIn)
- Native or bilingual spoken and written English and fluency in French, other languages a plus
- Digitally oriented
- Open-minded and curious
- Highly proficient in Pack Office (Excel, word, Power Point) and PAO (Indesign, Photoshop, Illustrator)
- Highly resourceful, creative and solution-oriented person who is able to come up with innovative ideas
- Good communication skills and ability to operate in multi-cultural contexts

- Knowledge of HTML / CSS is a plus

CONTACT

julie.bensaid@womens-forum.com

Women's Forum for the Economy & Society: The Women's Forum for the Economy & Society is the world's leading platform featuring women's voices, views and values on major social and economic issues. Deploying women's experience and expertise across all generations and geographies, Women's Forum Meetings offer practical discussions on how to overcome barriers and create opportunities, as well as broad, rich and edgy debate on vital issues. The Women's Forum for the Economy & Society also promotes the advancement of women worldwide through business and social networks. Women's Forum Meetings are a sounding board for today's important ideas and a springboard for tomorrow's solutions, bringing together influential trailblazers, women as well as men, from the public and private sectors. Our flagship annual Women's Forum Global Meeting in France features plenary and smaller sessions as well as The Discovery, a uniquely vibrant content relay of discussions, interactive sessions and practical workshops. Our other international Women's Forum Meetings offer a sharper focus on specific issues in the country or region where each Meeting takes place. The Women's Forum for the Economy & Society, a Publicis Groupe company headquartered in Paris, expresses its commitment to women's progress throughout the year with a range of Women's Forum Initiatives in partnership with corporations, media groups and non-governmental organisations. The Women's Forum also promotes the advancement of women through regional and international networks.

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DELEGATES ASSISTANT INTERNSHIP

Paris, France
4 to 6 months from now

JOB DESCRIPTION

Within the partnership and sales team, the main mission of the Delegates Assistant is to support and develop sales to individual participants of all the Women's Forum events and to support the growth of the Partnership and Delegates team.

Under the supervision of the Delegates coordinator, below are the key responsibilities:

- Contribute to the development of the commercial strategy for individual participants
- Administer the entire sales process, from identifying targets to processing payment and invoices
- Develop marketing communication campaigns
- Identify prospects and update existing contact information
- Assist the participants with the highest levels of customer satisfaction throughout the entire business relationship (online registration, billings, arrears recovery, defaults of payment, legal considerations, accounting). The intern will be in contact with CEO's from all around the world
- Conduct participant' statistics analyses as well as participants satisfaction surveys, commercial reporting

REQUIRED WORK EXPERIENCE

Business development, communication, consultancy or sales experience with direct contact with clients is required, preferably in a field related to event organization

PROFILE

- Open-minded and curious
- Mother tongue or perfectly bilingual spoken and written English and fluency in French, other languages a plus (preferably Spanish and/or Arabic)
- Highly proficient in Excel
- Strong influencing skills and ability to negotiate with internal and external partners
- Highly resourceful, creative and solution-oriented person who is able to come up with innovative ideas
- Understands client organizations and their challenges, and takes initiatives to contribute to the success of the Women's Forum and its clients
- Good communication skills and ability to operate in multi-cultural contexts

CONTACT

delegates2017@womens-forum.com

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PARTNERSHIP ASSISTANT INTERNSHIP

Paris, France
4 to 6 months from now

JOB DESCRIPTION

Under the supervision of the Partnership department, you will particularly be working on the organization of the Women's Forum Global Meeting in Paris, France (5-6 October 2017):

- Prospection of new partnerships
- Draft of commercial offers
- Implementation and Coordination of partnerships

PROFILE

- English: mother tongue or high level, ideally with an international profile,
- French : fluent, other languages is a plus
- Motivated, Autonomous, Reactive
- Ability to adapt within an SME (to be multifunctional), and to work under pressure with deadlines,
- Rigor mandatory (follow-up on invoices and payments)
- Good communication skills and ability to operate in multi-cultural contexts

CONTACT

Mathilde Guyot: mathilde.guyot@womens-forum.com

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PRESS OFFICER INTERSHIP

Paris, France
4 to 6 months from now

JOB DESCRIPTION

Within the communication team, the main mission of the digital communication internship will be:

Press relation / Media and events PR

- The follow-up telephone calls and management of the inbox Press@womens-forum.com
- Coordination events planning and press events
- Support on media partnership and PR event management
- Writes and distributes press releases (English/French) to journalists, follow-up by telephone and email
- Manage the weekly Press Review: collect and centralize the articles, format the press review

PROFILE

- Native or bilingual spoken and written English and fluency in French, other languages a plus
- Excellent writing skills (English / French)
- Efficiency, involvement, rigor and autonomy
- Good communication skills and ability to operate in multi-cultural contexts
- Knowledge of Social Media (Twitter, Facebook, Instagram, LinkedIn)
- Open-minded and curious
- Highly proficient in Pack Office (Excel, word, Power Point) and PAO (Indesign, Photoshop, Illustrator)
- Digitally oriented

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