

Recruiting Marketing and Content Coordinator Trainee

The Finnish-British Chamber of Commerce in London is recruiting a Marketing and Content Coordinator Trainee. The position is due to start in January or February 2021 and will last circa 5-6 months, until May or June 2021. If you are looking for a chance to gain valuable experience working in a dynamic environment as part of an energetic team, you may be just the person we are looking for.

The FBCC is committed to providing our members with excellent opportunities for intelligent networking through business and social events. Members of the Chamber have the chance to create new contacts by accessing the Finnish-British and international business communities and are also provided with various tools to aid them in their career development.

JOB DESCRIPTION/RESPONSIBILITIES:

- Responsible for delivering all the Chamber's marketing and communication activities including: event marketing and designing content for monthly newsletter.
- Updating and maintaining Chamber's website, Facebook, LinkedIn, Twitter and Instagram pages.
- All aspects of event planning – from initial idea generation, venue sourcing, creation and design of invitations and advertisements, to coordinating on and after the day.
- Taking part in member recruitment and market research.
- Other daily office management functions.

SKILLS/EXPERIENCE:

- Fluent English, both written and spoken is essential, Finnish or other languages appreciated;
- Good written and oral communication skills;
- Good time-management skills, with ability to multitask and effectively prioritise incoming workload;
- Previous marketing or content creation experience is an advantage;
- Previous sales experience is an advantage;
- Experience with various software desirable (Microsoft Office, Canva) and excellent social media knowledge;
- Independent, proactive and innovative approach to work, with the ability to take initiative and come up with new ideas;
- Outgoing personality with the ability to work with people across all levels.

WHAT YOU GET

- The chance to get a comprehensive 360-degree view of working in a non-profit organization with a young and fun team.
- The chance to organize and attend exclusive events and build your business network.
- The ability to communicate effectively with people across all levels of business and various industries.
- The opportunity to promote Finland abroad as part of Team Finland and help Finnish companies establish themselves in the UK.
- An opportunity to enhance your networking skills, language skills and teamworking skills.
- The chance to build networks with Team Finland and a variety of companies, and organisations across industries.
- Experience using various software and platforms to deliver a range of tasks and materials.

This position is a non-paid internship, and the trainee is expected to fund their internship themselves with e.g. Kela financial aid for students. Due to Covid-19, this internship will be done remotely, working from home. However, if the circumstances change there is a chance to work with the team in London if the candidate wishes to do so. There is an opportunity for flexible working hours/ doing the internship part-time.

(If the chosen trainee is from or living in Etelä-Savo, there is an opportunity to receive a stipend of 1,500€ from Savolaisen rahasto. More information on this upon request and please mention in your application if you are eligible)

Please send your CV and cover letter to jade@fbcc.co.uk as soon as possible, the position will be filled as soon as suitable candidate is found, so we recommend sending your application as soon as possible. Please title your email: *Internship 2021 Application - "your name"*.