

## ***We are hiring! EACA is looking for an intern to join our team!***

### ***Call for intern***

The European Association of Communications Agencies (EACA) is currently recruiting a Project Management intern for a 6-month period, available to start on 19 August/1 September 2024. Your role will focus mainly on communications and event management.

### **Who We Are**

EACA is the voice of Europe's communications agencies and associations, promoting commercial communications' economic and social contribution to society. Our current priorities are to elevate EACA's profile and influence by actively engaging with our members, delivering impactful projects and meaningful events, and advocating with EU institutions to future-proof the value of communications agencies for the industry and society.

The successful candidate will support the team running the Effie Awards Europe, IMPACT Awards and the edcom university network.

### **Main responsibilities**

- You will help implement the EACA Communications Strategy, working on social media content, infographics, visuals, email campaigns, and our Newsletter (Word, Excel, PPT, Canva, Mailchimp)
- You will support the team by liaising with different stakeholders such as young and senior advertising professionals, academics, students, HRs, and others.
- You will have a crucial role in supporting the management of the awards programmes (promotion of the call for entries, campaign screening, entry management):
  - Effie Awards Europe for Marketing Effectiveness
  - IMPACT Awards for brand activation
- You will be able to work on organising our Annual Conference, which will bring together around 400 marketing professionals and other events.
- You will help update and maintain contact and membership databases and improve and update our websites (WordPress, CSS).

### **Your Profile**

- You have a keen interest in the communications and advertising sector.
- You bring a positive attitude, motivation, and enthusiasm to everything you do.
- You possess strong organisational, communication, and computer skills (including Microsoft Office, website CMS, and social media platforms).
- Ideally, you have previous programme/event management experiences (both volunteering and working are welcome)

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#### **Key Requirements:**

- You are fluent in English, both spoken and written.
- You have a curious attitude, a good eye for detail and a flare for improving procedures.
- You are proactive and have good problem-solving skills.
- You are a team player with a collaborative mindset and can effectively work with people from various nationalities.
- You are a citizen of a European Economic Area Member State.

#### **What we offer**

- A dynamic and international work environment in a small office, warmly welcoming creative ideas.
- Opportunity to work at the heart of the communications industry and create a solid professional network.
- A valuable experience with the opportunity to develop and grow.
- A paid internship (CIP contract).

#### **How to apply?**

This is a full-time position, and we offer you the possibility of working from home 2-3 times a week (hybrid). Are you interested? Send your CV and a max. 1-page cover letter explaining why you are the right person for this post to Francesco Bottegal at [francesco.bottegal@eaca.eu](mailto:francesco.bottegal@eaca.eu) by **30 July**. Interviews will take place online on a rolling basis.



***Any questions?  
Please don't hesitate to contact  
Francesco Bottegal  
EACA Project Officer  
[francesco.bottegal@eaca.eu](mailto:francesco.bottegal@eaca.eu)***