

EUROPEAN EVENTS & MARKETING INTERN

Job Title: European Events & Marketing Intern

Reporting to: Head of Development and Events & Outreach Coordinator

Responsible to: Managing Director

Location: Frontier Office, London, UK

PRIMARY FUNCTION

To gain experience in event co-ordination and the marketing and public relations activities of Frontier, to raise awareness, promote volunteer opportunities and recruit volunteers through direct marketing methods in Europe.

GENERAL OUTLINE OF THE ROLE

- To assist with the promotion of Frontier projects to target audiences through direct mailings, advertisements, public relations, promotional literature, social media promotion, fairs, and face to face presentations.
- To provide administrative support to all European event activities.
- To assist the marketing team providing travel and project advice to potential volunteers through over-the-phone consultations and live chat support.

MAIN DUTIES & RESPONSIBILITIES

Events & Marketing:

- Searching for suitable European Institutions and accurate country specific information.
- Developing and maintaining relationships with schools and universities for fairs and presentations.
- Assisting with event booking targets.
- Event administration and travel logistics for staff attending.
- Updating contact lists, including educational institutions, suppliers and media contacts, listings in books, websites, magazines and directories.
- Office logistics – filing, preparing invoices, reading and responding to emails, database maintenance and mailing.
- Presentations to school groups and representation at careers fairs and exhibitions.
- Providing information and advice to potential volunteers through telephone consultations and live chat software.
- Contributing to the promotion of Frontier European outreach initiatives through social media.

TERMS & CONDITIONS

Contract Duration: 3 or 6 months, 4 days a week, 10:00 – 17:30 with the possibility of extension.

Accommodation: N/A.

Travel: Travel allowance available.

Insurance & Admin: N/A.

Subsistence: Non – salaried position. Subsidised overseas placement on a Frontier research programme (excluding return flights, visas, insurance, and dive-training) on successful completion (10 weeks for 6 month internship, 4 weeks for 3 month internship).

Training: N/A.

JOB SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications Education/Knowledge:	- Educated to degree level or currently undertaking a degree in a related field	- Relevant work experience, preferably in pr, events and/or marketing
Experience:	- Experience of web-based research - Experience of formally liaising with Institutions via phone - Experience of administrative processes	- Experience of public speaking - Experience of working and/or travelling in Europe and developing countries
Skills:	- Excellent written/oral communication and presentation skills - Excellent telephone manner - Strong organisational skills - Multilingual (Preferably German, French, Italian, Spanish) - Researching and reporting skills - Commitment to organisational values. - Working knowledge of Excel, PowerPoint	- IT proficiency - First aid qualification - Knowledge of European education systems
Personal Attributes:	- Self confident and assertive - Able to work as a team	- Resilient and adaptable - Sense of humour