

COMMUNICATIONS COORDINATOR [Internship or job, depending on profile] - French-American Chamber of Commerce of New England Cambridge, MA

About the French-American Chamber of Commerce: The French-American Chamber of Commerce, New England Chapter (FACCNE) is a non-profit, independent, member-driven organization dedicated to fostering good transatlantic business relationships. The FACCNE has more than 400 French and American members that represent more 150 corporations. It is a member of CCI France International and belongs to the FACC network (21 chapters in the United States). In New England, the FACCNE provides the principal, private, non-partisan forum for French and American business leaders to meet, discuss common interests and exchange ideas. It helps promote and connect businesses and individuals through industry-specific seminars, speaker presentations and networking activities at various breakfast, luncheon and evening events, shared with other organizations.

The office is located at 185 Alewife Brook Parkway in Cambridge, MA 5-10 minutes from Alewife T subway station. More information on the FACCNE is available on its website www.faccne.org/

Skills/Experience Required:

- Motivated self-starter with the ability to work both independently and as part of a team
- Must be well organized, detail-oriented and thorough.
- Ability to multi-task, strong organizational and independent judgment skills a must.
- Familiarity PowerPoint, Constant Contact and social media required.
- Knowledge of WordPress is required
- Must have a good telephone manner.
- Commitment of 2 to 3 business days per week (minimum of 15 hours/week), more if possible
- Fluent in English, proficiency in French is a plus but not a requirement.

General Responsibilities:

Reporting to the Executive Director of the FACCNE and working closely with the Events Manager and Development Manager, the Communications Coordinator will play a key role in several projects:

- Communications on events: seminars, networking events and major conferences;
- Perform marketing and community outreach for events and other FACC activities, specifically on social media and in monthly newsletter;
- Keep the organization's website up to date and improve its content: faccne.org
- Other duties as assigned by Executive Director

Learning Opportunities:

Excellent opportunity to learn about all aspects of non-profit resource development; develop planning skills; excellent exposure to the French-American business community in New England and access to French, European and American executives. FACCNE is also an ideal place to work in an international environment.

Conditions:

Begin of the internship / job opportunity: Early May 2019

Length: A minimum of 4 months is required for an internship opportunity, one year for an employee position.

Stipend / Salary: to be negotiated. School Credits possible.

Please email resume and cover letter to contact@faccne.org