



AmCham France

Events Coordinator

As the **Events Coordinator intern** at [AmCham](#) France, starting asap, you will assist in the coordination and organization of 60+ events a year, as well as work on online and offline communication activities.

What you tell your friends you do? "I speak to CEOs and business leaders on a daily basis."

What you will really be doing

- Coordinating events (sending invites, managing registration, finding catering companies, booking locations)
- Drafting content for the US-France business community (event invites, biographies etc)
- Running the social media channels & live tweeting sessions
- Preparing marketing materials for events
- Updating the website & writing flash news
- Identifying high level speakers & briefing them

How will you be doing this?

- You will use online software to develop email marketing campaigns.
- You will use online social media analytics.
- You will collaborate closely with our events, communications and policy teams.
- You will be speaking to members directly to collect their expertise.

What we have worked on

We organized a startup pitch competition at Disney, have regular meetings with key policy and government officials, and are in the process of developing a new website!

Required experience & skills

- You're creative, with excellent writing skills and a flare for (visual) communication.
- You have a background in events or communications, or a related field.
- Excellent command of English and French.
- You're a people's person

We offer

- A 6-month internship contract with remuneration (monthly minimum wage ≈ 540 EUR).
- The opportunity to help AmCham reshape its online and offline communication strategy.
- The chance to meet and interact with our high-level business and political contacts.
- An office in the heart of Paris, so there's plenty to do when you're not at work.
- You will be working in a dedicated and international team.

When and how you will apply

- Please **email** your CV and cover letter to our Communications Director giulia.buttini@amchamfrance.org
- Official placement agreement ("Convention de Stage") required.
- We need someone to start asap