



# AmCham France

## Events Intern

As the **Events Intern** at [AmCham](#) France, starting on 4 September 2017, you will assist in all aspects of event organization.

**What you tell your friends you do?** "I rub shoulders with the bigwigs."

### What you will really be doing

- Planning interesting events for our members and the wider US-France business community
- Defining target audiences, creating and sending invitations and promoting our events
- Attending our events, where you will help with setup, breakdown and other logistical aspects, and always greet our members with a friendly smile.
- Preparing and analyzing post-event surveys
- Writing flash news and website updates about our events.

### How will you be doing this?

- You will use online software to develop email marketing campaigns.
- You will identify new online marketing trends and platforms to promote our events.
- You will collaborate closely with our events, communications and policy teams.
- You will manage the logistical aspects of event organization (catering, location, AV, badges).

### What we have worked on

We organize 70 events a year, including the Independence Day Summer Party at "Beaubourg", a pitch competition for startups at Google, and a breakfast discussion at the Quai d'Orsay.

### Required experience & skills

- You're creative, with excellent writing skills and a flare for (visual) communication.
- You have a background in events planning, or a related field.
- You're tech-savvy and familiar with MS Office applications and able to learn and adapt to new systems and processes quickly.
- Excellent command of English and French.
- Like our mascot the bald eagle, you pay great attention to detail.

### We offer

- A 6-month internship contract with remuneration (monthly minimum wage ≈ 540 EUR).
- The opportunity to help AmCham reshape its event strategy and tools.
- 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

- Deadline is close of business on **30 June 2017**.
- Please **email** your CV and cover letter to [vancheng.khou@amchamfrance.org](mailto:vancheng.khou@amchamfrance.org)
- Official placement agreement ("Convention de Stage") required.

We will interview the week of 3 July, although selected candidates may be invited for an interview earlier. All selected candidates will be tested on their knowledge and skills.