Country: North Macedonia

Project: EU for You (EU House)
Status: Opened
Deadline: 29/02/2020

SOCIAL MEDIA AND WEB MANAGMENT INTERN

B&S Europe, BUSINESS & STRATEGIES IN EUROPE S.A., is an international consulting firm based in Brussels since 1991 and member of the GOPA group. Our company provides advice for technical assistance projects in developing and transition countries, particularly to Public and Governmental Institutions. Our main fields of expertise are Institutional Reform and Capacity Building, communication, outreach and PR, in areas such as EU Integration, Justice and Home Affairs, Regional and Local Development and Security and Good Governance (including support to civil society, elections, democracy, decentralization processes, etc.).

B&S Europe has managed projects in more than 100 countries worldwide and has a long standing involvement with clients including international donor agencies, particularly with the European Commission, National Governments and their agencies.

B&S has also permanent offices in Brussels, Beirut, Pristina, Bucharest **and Skopje**, but also representative offices in more than 10 countries. The company employs more than 55 full time staff and relies on a trustworthy and well experienced network of in-house and external experts to carry out the implementation of projects.

Job Purpose
B&S Europe is the lead partner in implementation of EU funded project "EU for You" with 5 project staff operating at the EU House. In order to contribute to successful implementation of the project tasks and activities, B&S Europe is seeking for a *SOCIAL MEDIA AND WEB MENAGMENT INTERN* to join and support the EUH permanent staff.

Responsibilities
Under the supervision of the EUH Team and the Social Media and Web Manager, the Intern will be responsible for conducting activities related to the ongoing support of the project.
He/she will support the project team in operational and administrative tasks while displaying a proactive attitude and commitment.

Daily tasks might include:
Europe House website editing
-Assist in researching and producing relevant content to be regularly updated
-Support regular editorial/proofreading maintenance and content update in English and both local languages sections of websites, as well as all subsections, links, search engines and short-cuts to related sites
-Support and prepare the texts for uploading, calendar maintenance, graphs, applets, Media Gallery (video and photo), ensuring coherence of all elements, following the pattern of internet pages of EU institutions.
-Research and report on news and information on EU and related assistance programmes implemented in the country and the Western Balkans
- Assist with the production and dissemination of news from events/activities organized and attended by the EU Delegation, provide feedback, recommendations and improvements
-Maintenance and updating of an automated mailing list for distribution of press releases and other information
Europe House social media sites/profiles

-Assisting in writing, editing, posting, data analysis, and calendar maintenance of Facebook and Instagram content proposal of Europe House; cross-posting of video shall be ensured
-Support for tweet and retweet posts by EU Head of Delegation, EU leadership (EU Parliament president David Sassoli, EU President Ursula Von Der Leyen, EU Council President Charles Michel , others)
-Support for daily selection and posting of content, under the general guidance of the Europe House Team Leader and SM/Digital Marketing Manager. The Contractor shall create, publish and publicize content (text, audio-visuals etc.) on the chosen social media under the supervision of the SM/Digital Manager
-Regular follow up, and sharing information with prior pre-approval from the websites of the Europa domain, the EU Delegation and the Europe House, posts from EU Tube, as well as relevant websites of partner institutions, government, civil society and others communicating on EU relevant issues
-- Assist with sharing stories on events/activities organised or attended by the EU Delegation and Europe House
-Support to engage and allocate youth initiatives, entrepreneurship communities, Civil Societies, NGO'S etc. and link with their community and interests to educate, learn and transfer knowledge
-Assist with the creation of interactive platforms which are youth oriented and building a strong online community around innovation, youth sector etc. to grow user base and engagement rate on Facebook and Instagram

Proposal

- Very good work atmosphere and company culture;
- Possibility to join a very motivated and professional Team ;
- Exposure to a variety of interesting communication and visibility events organized by EU House;
- Possibility to experience working with EU institution;
- Possibility to develop professional communication skills, with a focus on social media and web editing;
- Possible field missions around the country.

Qualifications and profile

§ Mid-term student;
§ Excellent command of English language (both written and spoken), knowledge of Albanian language would be an asset
§ Proven interest in the cooperation and development field;
§ Ability to interact with people and establish good relationships;
§ Computer skills MS Office (Excel Word Power Point), Internet, and database.

Conditions

Please note that an internship agreement with a University or any other institutions is required.
This is a part time position for a period of *1-3* month, starting in March 2020, in Skopje; no internship allowance is envisaged. At the end of the assignment the intern will receive certificate of completion.

Contact Details

Interested candidates should send their CV and motivation letter to the e-mail addresses: **ck@eccf.ukim.edu.mk** & **aneta.spirkoska@bseurope.com** with the heading **"*EU House intern*".** Candidates acknowledge that they accept the personal data protection Policy as published in B&S Europe website (https://www.bseurope.com/node/59887). Only candidates with an internship agreement will be considered. Due to high number of applications, only pre-selected candidates will be contacted.