

INTERNSHIP: International Communications Assistant

systemd is a consulting firm in brand strategy. It focuses on the Sports Business market and has a strong expertise in matters relating to Outdoor activities and events. The company has a long-lasting presence in the Outdoor and Mountaineering market.

To support the development of one of our major clients (The International Federation of Sport Climbing), systemd is looking for an International Communications Assistant. We offer you the opportunity to assist us in all projects related to the preparation and promotion of the IFSC and IFSC international events.

Mission

Start: April 2016

Duration: minimum 6 months

Tasks:

- Animate the digital brand strategies related to the IFSC events: assisting in management of IFSC social media accounts (Facebook, Twitter, Instagram, YouTube, Linked'In, Snapchat etc.)
- Website management,
- Brand reputation management,
- Live tweets of the IFSC World Cups and monitor the live webcasting with the broadcasting crew,
- Write Press Releases in perfect International English,
- Produce press reviews, sponsorship reports and others if needed,
- Assist in the media relations management,
- Supervise key metrics,
- Support in developing and implementing the tools needed to monitor IFSC Events coordination, if needed.

Education; language and IT competences

- University qualification or equivalent: communication, journalisme or marketing management,
- Ability to work in a team and follow up projects/activities, in terms of both managing the flow of files and communicating with colleagues,
- English mother tongue compulsory,
- Very good spelling and writing skills,
- Ability to work with Word, Excel, Facebook, Twitter, YouTube tools
- Basic knowledge of video production preferred
- Photoshop/Indesign and CMS software is a plus.

Technical, organisational and personal competences

- Planning and organisational skills,
- Rigor and attention to details,
- Ability to participate actively in setting joint objectives through his/her commitment and ability to respect the contributions of all members of a team,
- Ability to consider interpersonal differences as an added value and to interact constructively with all types of people,
- Availability on weekends to cover the IFSC Competitions Season,
- Traveling to event venues when needed.

Behaviour and attitude

- Respect of internal rules of conduct and all instructions and procedures in place (information security, Code of Ethics, etc.),
- Excellent command of corporate tools and compliance with internal usage rules (Livelink, Outlook, Evernote, Skype etc.),
- Collaboration and transfer of knowledge,
- Positive attitude and open-mindedness,
- Diplomacy and flexibility,
- Diligence and discretion combined with sound professional ethics,
- Enthusiasm, good ability to adapt, reactive and efficient,
- Persevering,
- Curiosity and interest in sport and international events,
- If you practice climbing or another outdoor sport, it will be a plus.

Location

Alpespace – 73800 Montmélian (10min from Chambéry and 30min from Grenoble by train) - FRANCE

Thank for sending your CV, and as a cover letter please make a short presentation of the IFSC, from the elements available online. You can send your application by email at the following address: career@mysystemd.com.