

## Communication and marketing internship (full-time, 4 to 6 months)

Founded in 2014, non-profit association InFiNe.lu is the Luxembourg-based inclusive finance network that promotes universal access to high-quality and affordable financial services as a means to reduce poverty and empower low-income groups.

InFiNe.lu's unique configuration brings together the main inclusive finance players from Luxembourg's public and private sectors and civil society. InFiNe.lu currently has 35 members.

InFiNe.lu provides its members with a multitude of services in order to facilitate interaction, a dialogue and communication among the various players that make up the network, promotes inclusive finance through the expertise of its members and raises public awareness of the issue.

InFiNe.lu is looking for an intern who wants to contribute to the development of the network and its activities.

### **Duties (to be finalised and fine-tuned according to the applicant's skills):**

As an intern, you will be part of a small team and play a part in achieving the goals of the annual strategic plan, particularly in terms of communication. Your responsibilities as an intern will include:

- Design and preparation of digital content for various forms of media (web, social media, digital newsletter, banners, videos, etc.)
- Social network facilitator (LinkedIn, Facebook and Twitter)
- Website updates (WordPress)
- Performance monitoring (e.g. website and social media)
- Administrative management of projects and monitoring of digital campaigns
- Coordination of a network of external service providers
- Participation in the organisation of events (digital and/or face-to-face) in Luxembourg
- Meeting various needs (translation, proofreading, information search for events, etc.) to support the team in their day-to-day tasks

The successful applicant must be interested in InFiNe.lu's activities beyond communication and marketing. On occasion, you may be required to perform some of the network's other tasks, including administrative work.

This is a unique opportunity to get involved in the development of our network and activities and play a part in promoting inclusive finance.

### **Skills:**

- You must be a recent graduate or in the process of obtaining a university degree in an in communication and/or marketing or a related discipline
- You must have a very good command of - and a keen interest in - social media channels and digital communication
- You must have a clear interest in innovative approaches to increasing awareness of a development sector, and more specifically in inclusive finance as a means to reduce poverty and empower low-income groups
- You must have excellent writing skills in French and English

- Ideally, you have a very good command of Microsoft Office and desktop publishing (DTP) software
- You must have strong analytical, digital and problem-solving skills and be very attentive to detail
- You must be able to work responsibly within a small team on multiple projects at once
- You must be resourceful, flexible, creative and self-reliant
- You must have the necessary papers to work in the Grand Duchy of Luxembourg

The internship will be based in Luxembourg city, with the possibility of working from home at times. This is a full-time (40h/week) position under a contract of four to six months and will be remunerated. Start date to be decided.

If you are interested in this position, please send an application letter containing a paragraph on your ideas for marketing projects for the network, together with your detailed CV to [contact@infine.lu](mailto:contact@infine.lu).

InFiNe.lu complies with the provisions of the GDPR.

*By submitting your application, you consent to the personal data contained in the documents you have submitted being processed, to the extent necessary for recruitment purposes, in accordance with the law of 10 May 2018 on the protection of personal data (official journal of 2018, text 1000), and Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (GDPR).*