



## Junior Communication Manager

**Internship in The Hague, the Netherlands**

**Period: 4 to 6 months**

**NETUBA, the start of your international career!** Are you looking for a dynamic internship in an international environment? Apply now for the internship position of Junior Communication Manager at NETUBA. The internship will start a.s.a.p. at the WTC in The Hague.

### **What is NETUBA?**

NETUBA, the Netherlands – Turkish Business Association is created in 1992 and initiated by the ministry of Economy and several Chambers of Commerce. NETUBA is the Dutch pillar for the Turkish/Dutch Business council, founded in 1993 and its main goals is to stimulate trade and investments between the Netherlands and Turkey.

Most of all, NETUBA is a platform for interested individuals/companies that are in any kind involved with doing business in Turkey. Every year, NETUBA publishes a Business Directory that offers specific information for her members. Twelve times a year, NETUBA sends a newsletter with relevant information. Besides this, many gatherings and events will be organized for NETUBA members and interested parties. Due to NETUBA's excellent network capacity, these events will be a great experience to network and meet new people.

### **What do we offer?**

Doing an internship at NETUBA gives you a great opportunity to work in an international dynamic environment, where you can learn a lot and with high responsibility.

### **Job description**

Professional communication with our members and stakeholders is crucial for the success of NETUBA. The first period you will be producing the NETUBA Business Directory 2016. Our annual business magazine which will be produced in English and Turkish. Writing, researching, editing, translating (if possible) and promoting one of the main activities in the production of this magazine.

In your position as a Junior Communication Manager you will play a key role in the implementation of our marketing and communication strategy and be involved in searching, launching and implementing new projects.

Amongst others, you will be responsible for the following:

- Content management of the NETUBA Business Directory website;
- Writing and editing NETUBA publications, including invitations, website content, newsletters, the Business Directory, etc.;

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- Assisting the Communication Coordinator in the implementation of the NETUBA social media strategy;
- Assisting in events organisation;
- Member management.

### Who are we looking for?

- At least in the 2nd year of your college/university study or graduated;
- Background and affinity with Marketing and/or Communication;
- Excellent command of English written and verbal communication skills. **Speaking Turkish or Dutch is a plus;**
- Specific experience in drafting and editing of publications is required;
- Good knowledge of social media;
- Creative and out of the box mentality;
- You are a team player with a flexible, proactive attitude;
- You are stress resistant and disciplined;
- Good knowledge of Microsoft Excel, PowerPoint, Word, Publisher and Outlook.

### Applications

Are you looking for a fun and challenging internship, where you can gain experience within the various facets of project management and marketing and communication?

We would like to meet you! Send your motivation and resume to [info@NETUBA.nl](mailto:info@NETUBA.nl)

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