



Internship with Luxembourg Business Angel Network
Duration: from 4 to 6 months
Location: Luxembourg
Salary: paid internship (based on experience and skills)

COMPANY:

The Luxembourg Business Angel Network (LBAN) aims at gathering scalable and disrupting start-ups with private investors to unlock their potentials

Our activities are:

- Developing and managing a strong community of private investors
- Partnering with relevant actors of the local and international start-ups ecosystem
- Lobbying towards relevant stakeholder

LBAN is driven by a board of high-calibre individuals from within the industry and is supported by the Luxembourg Chamber of Commerce. Communications Intern communications, events and sponsorship support activities.

RESPONSIBILITIES:

General Responsibilities

- Intern for supporting LBAN Manager for their social media strategy, posts and creating newsletters including interviews with BAs.
- Draft and distribute news releases and other stories
- Develop a communication template on each standard start-ups, investor requests.
- Work with LBAN Manager to find, interview, and photograph members in order to develop testimonials and case studies
- Communication Intern for supporting LBAN for their social media strategy, posts and creating newsletters including interviews with BAs.
- Assist with communication planning and execution
- Assist with event planning and execution
- Assist to update the LBAN website and social media when needed
- Develop monthly marketing reports

Events - help develop and track event

- Attend to events and communicate on social media (picture, story)
- Track and report on the event
- Lead logistical tasks related to events, and customer meetings

Digital Marketing - assist in planning and developing marketing/content calendar

- Write content for a variety of digital marketing tools
- Prepare email blast and eNewsletter templates
- Distribution list building, acquisition, and management

Social Media - assist with social media calendar brainstorm ideas for new and innovative campaigns

- Research and recommend social media channels to use/discontinue
- Draft, edit, and post content to social media channels
- Monitor social media and website analytics on a weekly/monthly basis, provide reports and make recommendations to increase engagement

Other Tasks

- Work with LBAN Manager to streamline and effectively start using a CRM tool
- Research industry-specific sites, blogs, forums, etc. for coverage, reviews, customer comments, and other relevant information
- Help ensure corporate documents and human resources tools follow the LBAN brand
- Assist with product/program launch activities

REQUIRED PROFILE:

- Completed or working towards a degree in Entrepreneurship, Marketing, Advertising, Communications, Public Relations, Journalism, or related field
- Background in and/or knowledge of the start-up's industry
- Excellent written and verbal communications skills
- Knowledge and experience with social media platforms
- Strong attention to detail and organizational skills
- Ability to prioritize, multi-task, and meet deadlines
- Other desired skills:
 - Excellent written English level
 - Graphic design and proficiency in Adobe Creative Cloud programs
 - Website content management system experience
 - Photography

Salary:

This is a paid internship. Pay based on experience and skills.

Application deadline: Please send your CV and sample work/project to info@lban.lu.