

Internship Programme – Membership Development Officer

An exciting opportunity to join the British Chamber team in Brussels for anyone interested in looking to gain valuable experience in business strategy, marketing and sales. You will assist and support the Head of Membership Development with the smooth running of all aspects of the business management administration.

Key Responsibilities

Membership & Strategy Development

- Assist in the consolidation of membership lead development information
- Assist with strategic business analysis such as competitor analysis, SWOT, SMART, PESTEL etc.
- Support the chamber team in the recruitment of new members
- Support the Administration & Finance Department in debt chasing, invoicing etc. in regards to membership

Marketing Development

- Market research on positioning such as services, pricing, promotion, location etc.
- Collect, analyse and summarise data and trends
- Membership marketing material – design and infographics experience will be considered an asset

Sales & CRM Development

- Monitoring and updating the integrity and completeness of our CRM system
- Assisting in the growth strategy of our Business Centre
- Assist in performing various day-to-day administrative duties e.g. schedule client meetings
- Participates in office and/or client meetings as requested

Content Development

- Support in the creation of presentation material such as PowerPoint presentation and business & sales reports for management

Team Support

- Occasionally provide support to the events with room set-up and organisation

Key learning points in the role

- ✘ Exposure to a broad spectre of industry sectors and professionals, and to international business topics and trends
- ✘ Insights on the inner workings of a corporate membership organisation and how to create and deliver client value
- ✘ Strategy, marketing and sales skills
- ✘ Goal setting and team execution strategies
- ✘ Account Management & Customer Service
- ✘ Leadership skills & Public speaking
- ✘ Opportunity to join a great variety of business seminars, trainings and networking events hosted by the chamber, offering you a unique platform to build your skills and business knowledge for your future career

Your profile

- ✘ At least 2nd year of a bachelor's degree in a relevant discipline (E.g. Business Administration, Finance, International Business, General Business Studies etc.)
- ✘ Excellent English. Proficiency in French and/or Dutch would be an advantage
- ✘ IT literate and interested in technology as a vehicle to make progress
- ✘ Exceptional problem solving and analytical skills
- ✘ Excellent communication skills
- ✘ A record of taking initiative (self-starter), driving results, and accepting increasing levels of responsibility
- ✘ Well-rounded understanding of business, partner and project management practices
- ✘ Possess strong sense of teamwork, integrity, self-motivation, positive attitude and creativity
- ✘ Methodological mindset, data driven, attentive to detail
- ✘ Develops and maintains professional relationships with company employees and members
- ✘ Eager to excel

Details

Start date: Summer 2017 (August 2017 – exact date TBD)

Duration: 12 months

Compensation: This position is not an employed position but is an internship as part of a full-time education program (normally a first degree). Students will receive a monthly cost of living allowance of €600 per calendar month. The student should also secure additional financial assistance from another source (normally ERASMUS). The cost of living is low in Brussels compared to other big European cities.

Contact person & line manager: Konstantina Karadimitropoulou, Head of Membership Development



Location: Our offices are centrally located at Boulevard Bischoffsheim 11 – 1000 Brussels, next to Madou metro station.

About the British Chamber

The British Chamber gives its members the business, policy and personal connections to boost their presence in the heart of Europe.

We organise over 150 events a year covering multiple-industries, from high level strategy through to technical legislative dossiers. This includes off-the-record briefings with senior decision-makers from the EU institutions & member states. Through our EU Committee we create a forum to meet policy-makers and hold close dialogue with the EU institutions and other members with specialist knowledge.

With our international membership, we are an award winning organisation which has doubled in size in the last 5 years. This success, we believe, is due to our focus on delivering **content** in a **dynamic** and **welcoming** environment that promotes **debate** and **engagement**.

In 2015 & 2016, the chamber was accredited with the quality internship label by InternsGoPro as an employer who has shown a commitment to providing quality internships for young professionals.

For more info, please visit <http://britishchamber.be/internsgopro>

To apply:

If you are interested to take part in the BCCB intern programme for the Membership Development Officer Internship, please send your CV and motivation letter to Alexandra Trandafir (alexandra@britishchamber.be)