



THE INTERNATIONAL
FRAGRANCE ASSOCIATION

Employment opportunity – paid internship

Communications Assistant (with focus on social media)

Passionate about perfume? Interested in the science of scent?

The International Fragrance Association is recruiting a Communications Assistant for a paid internship to help us further strengthen our communications output.

In this role you will provide support to IFRA's Director of Communications, assisting in the work of the organization that both represents fragrance suppliers and manages a respected and internationally-recognized system of self-regulation.

What is IFRA?

Founded in 1973, IFRA represents the collective interests of the fragrance industry and promotes the safe use and enjoyment of fragrances around the world. We bring together eight multinational companies and 21 national associations across Europe, Asia-Pacific, North America and Latin America.

Our industry creates fragrances that bring joy, emotion and color to people's lives; that supports prosperity through jobs and scientific advances; and that acts responsibly - protecting consumers through our Code of Practice and IFRA Standards, and respect for our shared environment.

Why should I apply?

This is a great opportunity to contribute to the workings of a global trade association and gain experience of working in a multicultural and multinational environment with members, colleagues and partners from around the world.

You will have the chance to develop different communications tools and gain hands-on experience in a small team, Your social media expertise and passion will allow you to take responsibility for projects, learn by doing, make a difference and have fun.

What will I be doing?

- ≡ Supporting the development of IFRA's social media strategy, setting up and building IFRA's social media presence
 - ≡ Developing online digital content
 - ≡ Helping manage the new IFRA website (to be launched in Q1 2019) and monitoring IFRA's online impact
 - ≡ Monitoring the social media environment, providing updates to the IFRA team and members
 - ≡ Providing media relations support
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- ≡ Conducting administrative tasks such as managing correspondence, organizing our database, updating our intranet, and drafting presentations

What skills and qualifications do I need to have?

- ≡ A can-do attitude, flexibility, creativity and a willingness to learn
- ≡ A passion for fragrance, and ideas about how to better communicate scent in consumer-friendly language
- ≡ An understanding of science
- ≡ Knowledge of social media networks as well as social media management tools and analytics
- ≡ An ability to work fast and with minimal supervision, and to write clearly and accurately
- ≡ Fluency in English – oral and written; bilingual candidates preferred

What additional skills and qualifications are desirable?

- ≡ Knowledge of social media and its influence
- ≡ Other languages
- ≡ Basic skills in graphic design/video editing
- ≡ Previous experience of working in an office environment

How do I apply?

To apply, please send an email to info@ifraorg.org, with the subject line '**Communications Assistant job application**' and attaching **two separate files**:

- ≡ A blog article of no more than 500 words on the theme of 'Communicating scent in the digital age', plus an Instagram post and Facebook post intended to promote the article.
- ≡ Your CV (maximum 2 pages)

No cover letter or letter of motivation is necessary. Please do not include your name or any personal information in the file containing your article. This article will be the primary basis for selection of candidates.

The closing date for applications is **Friday 22 February 2019**.

Terms of employment and conditions

Only shortlisted candidates will be contacted for interview.

This position is open only to nationals of EU/EEA member states or Switzerland, or non-EU nationals in possession of a valid work permit.

The internship will last for six months, be paid, and be based in Brussels. The starting date will be in March 2019.

