



Do you want to extend your business network and improve your professional skills, while contributing to Africa's economic and social development?

Join our team in The Hague for a 6-month internship as a **Marketing & Event assistant** (HBO/WO level)

Who is NABC and what do we stand for?

At the Netherlands-African Business Council (NABC) we believe that the Dutch private sector has a prominent role to play in the sustainable development of the African continent. Established in 1946, NABC has grown to an organization with over 300 Dutch companies ranging from large multinationals to small and medium sized companies and start-ups. NABC has amassed an extended network of thousands of African business contacts and enjoys collaborative relationships with Dutch knowledge institutions, NGO's, the Dutch government, African embassies and trade and investment promotion institutes. This positions the NABC uniquely between the public and private sector, and ushers in a significant increase of bilateral trade and investment.

Our young and dynamic team connects Dutch companies with the tremendous economic opportunities Africa has to offer. With our extensive experience, knowledge and our elaborate network, we are in a unique position to support Dutch companies in creating and developing business on the African continent.

NABC is a founding member of the European Business Council for Africa and the Mediterranean (EBCAM), a network consisting of more than 2500 European companies.

We are looking for someone to assist us in serving a collective community that spans over 5000 entities across Europe and Africa. NABC's activities include:

- Trade missions to and from many African countries.
- Networking events, conferences and knowledge sessions on doing business in Africa.
- Strategic programs to strengthen the positioning and role of Dutch business in Africa.
- Customized services, such as position papers, advice and individual matchmaking.
- The Africa Works! Conference: <http://www.africaworks.nl/>
- Sector initiatives

We are looking for organisational, marketing and event talent to reinforce our team in The Hague. Are you interested in a dynamic internship in an international business environment, playing a crucial role in the success of our foundation and in the socio-economic development of African countries? At NABC, interns are given many opportunities to take on the full responsibilities of their tasks!

You will play an important role in the organisation by driving the execution of our events and communication; you will also help to maintain our membership satisfaction by keeping them engaged and happy.

More information about our organisation is available at www.nabc.nl

We are currently looking for interns to work on the following core tasks:

MARKETING & EVENTS

- Sparking NABC's community engagement and support
- NABC website: update daily with valuable content, by providing our network with fun, interesting, and/or important news articles
- Providing photos, articles etc. for our network (and beyond)
- Creating promotional communication material: this includes the development of flyers and presentations and the design of marketing tools.
- Coordinating content used to dispatch NABC's bi-monthly newsletter and other theme-related newsletters (e.g. for the agribusiness team)
- Consolidating and improving NABC's presence and visibility on social media channels: LinkedIn, Facebook and Twitter
- Online & Offline Marketing and Communication support to your colleagues before and during their events

Requirements

- Final stages of HBO/WO education, in a relevant educational field. **Candidates who are not attached to a college of university cannot be considered.**
- Experience in the organization of events and activities,
- Familiar with Social Media Tools, like Hootsuite, or willingness to learn,
- Familiar with Design tools, such as InDesign/
- A working proficiency **BOTH** in Dutch and English, (French is an absolute bonus),
- Able to work independently, and in a team, with an eye for detail and a 'hands-on' mentality,
- Required to be available for 6 months to complete the internship as well as eligible to study/ work in the Netherlands,
- Living in or near The Hague, and available 5 days per week. **Candidates living outside The Netherlands will not be considered.**

Application details:

- Remuneration: € 400 per month on a fulltime basis
- Applications via CV and motivation letter to: HR@nabc.nl using Ref "Internship Marketing and Event"
- Deadline for sending applications: **June 1st**. Interviews taking place before June 15th.
- Starting date 1st July 2019

NABC appreciates all expressions of interest, however, only short-listed applicants will be contacted.

Acquisitions are not appreciated.