

**ASTP-Proton is looking for a:**

**Communications and Marketing Intern**

**About ASTP-Proton**

ASTP-Proton is the premier, pan-European association for professionals involved in knowledge transfer between universities and industry. By promoting and professionalizing knowledge transfer practice, the association aims to enhance the impact of public research on society and the economy. ASTP-Proton is a non-profit organisation.

**Scope of internship**

Under the general supervision of the Communications Manager and the Business Developer, the Communications and Marketing Intern will assume responsibility for website coordination, social network maintenance and marketing and communication functions for ASTP-Proton.

**Major duties and responsibilities**

- Ensure up-to-date content of the ASTP-Proton website. Includes updating dead links, upload of articles, web-ready images and videos to the website.
- Media and social media monitoring. Includes update of social media networks: Twitter, LinkedIn, Vimeo.
- Mailbox monitoring.
- Advertise ASTP-Proton events on partner websites.
- Send weekly newsletters to members and maintain email lists for marketing purposes.
- Provide writing and proofreading support when needed.
- Provide marketing research, surveys and statistical support for needs

assessment and demographic reports.

- Provide support for communications and marketing projects, including creating graphics, posters and ads.
- Collaborate with the ASTP-Proton team to come up with new marketing and communication initiatives.
- Distribute press releases.

## Secondary duties

- General administrative responsibilities
- Other duties as assigned

## Required background

- Bachelor's student in Communications, Journalism or similar
- Excellent oral and written English communication skills
- Proficiency in IT, with a good understanding of web design trends and techniques and the use of various social media channels. ASTP-Proton currently has Twitter and LinkedIn pages and uses Hootsuite for social media management.
- Knowledge of Wordpress and Office 365.
- A good eye for design: knowledge of Adobe Photoshop and InDesign is an asset.
- Resourceful, creative, pro-active and enthusiastic with strong interpersonal skills, who is able to work both independently and in a team.
- Attention to details
- Ability to work under pressure
- Good time management skills: ability to plan, multi-task effectively and

prioritise work to meet deadlines

**Internship duration** 3 to 6 months, 32 to 40 hours a week  
**Desired start date** **January/February and August/September of every year**  
**Duty station** Leiden, The Netherlands

**How to apply**

Please send your curriculum vitae and motivation letter to [chared.verschuur@astp-proton.eu](mailto:chared.verschuur@astp-proton.eu).

**More information about ASTP-Proton**

For more information, please visit our website: [www.astp-proton.eu](http://www.astp-proton.eu).