

Press Adviser, Communication, Public Relations Officer

Communication and Information Sciences, Social Sciences

[CÂMARA MUNICIPAL DA MADALENA DO PICO](#)

Portugal
Vila da Madalena do Pico, Azores

Period: 1 Apr, 2017 to 31 Mar, 2018

Post date: 5 Jan, 2017

Deadline: 3 Mar, 2017

• Internship details

General information

Duration: 12 months

Commitment: Full-time

Description: The Town Hall of Vila da Madalena do Pico is searching for an intern in the area of Communication and Public relations, with the following requirements, for the following tasks

REQUIREMENTS

- University Degree in Marketing and Communication/related area;
- Strong verbal and written communication skills required;
- Good Language Skills (English required; Portuguese will be considered as a plus);
- Good team work and learning spirit, as well as, motivated;
- Proactivity

RESPONSABILITIES AND TASKS

*Internal and external Communication:

Writing press releases

Writing letters and other documents.

Communication with all target audiences

Social Media and website

* Communication strategy:

Creation and Development of communication strategy according to guidelines.

Devise and present ideas and strategies.

Provide support on all the PR activities.

*Creation of communication plans in the area of marketing and communication where proposals are developed for future partnerships with companies and also dissemination in social networks of company events.

*Administration, Commercial Management

Coordination of tasks, management of commercial space, customer service, administrative work.

*Maximize awareness of activities in various areas done by town hall of Madalena via different communication channels:

Display activities done by international affairs department - new projects, partnerships, visits, meetings, direct impact.

Assist citizen groups, associations, and local entities in understanding all policies and processes and the impact on town of Madalena

Grow positive relationship between the town hall and all audiences (citizens, media, employees, entities etc.)

*Achieve frequent and effective social media communication and user- friendly website.

*Establish good image and reputation

*Plan and conduct periodic citizen surveys for evaluation of communication

Languages: English: Proficient User C1

Level of Studies: Bachelor

