

Marketing/Sales Assistant – Internship

About the College

The [European College of Sport Science](#) (ECSS) is the leading international scientific association devoted to the promotion and dissemination of multi- and interdisciplinary research in sport and exercise science. The College, which has a huge network of sport and exercise scientists around the world, hosts its annual congress in a European hotspot in early July (upcoming [ECSS Dublin 2018](#) and [ECSS Prague 2019](#)). This is ECSS's major annual event where up to 3,000 delegates come together to discuss the latest research and findings in sport science, exercise science and sport medicine, and network to create new collaborations and partnerships. ECSS is a non-profit organisation with an administrative office based in Cologne. This office is staffed by a dedicated international team of five young, open minded and motivated people who operationalise all activities of the ECSS.

About the role

ECSS is seeking a candidate for the role of **Marketing/Sales Assistant – Internship** starting **as soon as possible, but by 1 May 2018 at the latest**. The role will be in place until **31 July 2018**. The role is for 20-40 hours per week, i.e. part time or full time.

Key duties

- Various promotional activities of the ECSS congress to potential exhibitors via email, phone and face-to-face communication
- Communication and guidance about the congress to exhibitors, assisting with queries and problem-solving
- Keeping track of/executing client deadlines (sponsor adverts, registration of exhibitor booth stuff, etc.)
- Development/coordination/implementation of onsite projects (e.g. exhibition raffle, exhibitors booth talks)
- Implementation of a social media strategy together with PR Manager (e-mail blasts, twitter, newsletters, ...)
- Close collaboration with Marketing Manager, PR Manager (social media) and Congress Manager

Expectations and requirements

- Bachelor degree in marketing, marketing management, sports management or similar required
- Languages: English full professional proficiency, German professional work proficiency is a bonus
- High interpersonal and communication skills
- No business travel limitations: trade shows/conferences/one week in Dublin (4-7 July) is mandatory
- Work efficiently within given time limits

Skills

- High level of intercultural competence
- High interpersonal and communication skills
- High level of computer literacy (Windows Office), Database application
- Self-management
- Attention to detail
- Ability to work in a team

Application guidelines

- Motivation letter (max. one page)
- CV (max. two pages)
- Reference letter (max of two)
- All in **one** pdf document

The reward you get

- €450/month for 40hrs a week (part time correspondingly less)
- ECSS qualifies as an ERASMUS+ organisation for internships, which offers additional funding
 - What is the Erasmus+ programme and how to apply? [Details here](#)
- International travel opportunities
- Inside perspective of a leading international scientific association
- Insights of a professional working area in marketing/sales

Contact details

Please send your application via email in **one** pdf document addressed to Thomas Delaveaux, Executive Director at intern@sport-science.org. The **application deadline is Thursday, 1 March 2018, 11:00pm**. Please see marketing/sales - internship report of 2017 [here](#).