

# COMMUNICATION ASSISTANT

**Type of organisation:** Small and medium-sized enterprise (15 people)

**Organisation number:** 0508686212

Logopsycom is an education innovation centre that creates and uses alternative methods or tools (digital or not) to accompany schools, VET centres, educational organizations, youngsters and parents. We have 10 years of experience in our field.

We are a team of people from diverse international background. We are mainly working on education-related Erasmus+ projects in collaboration with partners from all over Europe and currently we are involved in 45+ KA2 Erasmus+ projects.

For more information on Logopsycom: <https://logopsycom.com/>

## About the working environment

- Our office is situated in Mons, which is located in Wallonia region, 45 min by train from Brussels and we are open to remote work schedule (with presence in office twice a week)
- You will cooperate closely with team members responsible for the communication strategy in the company
- The internship is full time (36h), from 9h30 to 17h30, with a 30 minute break at midday.

## Some of the tasks for the Communication Assistant Internship:

- Take an active part in developing communication strategy for the company and Erasmus+ project it's involved in
- Research and development of new, creative solutions in the field of social media.
- Daily posting and interaction on our social media channels (Facebook, Instagram, Twitter and LinkedIn)
- Creating graphic for communication purposes (with use of Canva)
- Writing news, reports, website texts and blog articles
- Co-creation of the company newsletter
- Assistance required in basic graphics designing i.e. banners, flyers and other web content.

### **What will it bring you:**

We offer a practical experience with a learning by doing approach. In particular:

- Understanding the development and execution of communication strategies, especially related to Erasmus+ funded projects.
- Knowledge of writing and editing techniques for various formats such as blog posts, articles, newsletters, and social media updates.
- Insights into the planning and execution of events and webinars.
- Skills in preparing, scheduling, and posting content on various social media platforms.
- Ability to conduct thorough research and present findings in a clear and organized manner.
- Ability to contribute to the development and execution of communication strategies.
- Ability to work as part of a team.
- Flexibility to adapt to new tasks and changing priorities.
- Ability to manage and organise multiple tasks at once

### **We are looking for:**

- Communication skills and creative mindset
- You know how to use CANVA, MS Office, additional knowledge of graphic programs is a plus
- Flexibility and ability to adapt rapidly
- Team spirit but ability to work individually and autonomously as well
- Proactive attitude
- Strong written and spoken English and French (B2 is highly recommended)

### **Compensation:**

No financial compensation.

Please note that while the internship is not remunerated, candidates should be eligible for economic support through Erasmus+ (or other grant program) and able to provide a learning agreement signed by their university.



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