



Internship/Apprenticeship Job Offer Digital Communication

Period:

From September 2020

6 months minimum: Internship agreement / compulsory apprenticeship contract

Context:

The AXA Group, a world leader in insurance and asset management. The AXA Research Fund is AXA's scientific philanthropy initiative, which aims to support scientific discoveries that contribute to societal progress. We encourage our supported researchers to share their work as widely as possible and to contribute to public debate. Over the past 12 years, we have committed €250 million and supported more than 650 research projects carried out by leading researchers in 35 countries.

For more information, please visit:

- Website : www.axa-research.org
- Twitter : [@AXAResearchFund](https://twitter.com/AXAResearchFund)
- Instagram : [@axaresearchfund](https://www.instagram.com/axaresearchfund)
- YouTube :
https://www.youtube.com/user/AXAResearchFundLive/featured?view_as=subscribe

Aim of the internship/apprenticeship:

In an international environment, within the department that leads Group Brand, Communications and Corporate Responsibility, you will be **supporting the communications activities of the AXA Research Fund**, in close collaboration with the rest of the team and the Group's network of communicants.

You will be in charge of the **day-to-day management of digital communications** (knowledge management, content creation) and **engagement campaigns**, of **digital communications platforms** (website, YouTube channel..) and of **monitoring tools**, with the objective to increase the awareness of the AXA Research Fund, the engagement of the Community of grantees, and to enhance the value of the supported research projects

Communications at global scale, **hence mostly in English.**

Main activities: in close collaboration with the Head of Communications of the AXA Research Fund:



- **Management and promotion**, both internally and externally, of the AXA Research Fund website, in particular its media gallery and the Youtube page ;
- Editorial planning, management and monitoring of the Fund's **social networks** (Twitter, Facebook) ;
- Support and promotion of **communication campaigns** (partnership announcements, events) with agencies, academic partners and members of the AXA Research Fund team ;
- Production, content and layout, dissemination, and results monitoring of **the Fund's monthly newsletter** ;
- Support for the valuation and **monthly reporting of the activities** of the communications and Community ;
- Management of the communication contact base within a **CRM** tool ;
- Management of **digital projects across the team** (publications, events, etc.).

Skills:

Fluent in written and spoken French and English

Good writing skills

Good command of Desktop tools (Outlook, PowerPoint, Excel, Word)

Autonomy in Project management

Multitasking ability

Results oriented

Synthesis, rigor, sense of detail

Experience in social media and information system

Team player, positive attitude.

Profile:

Bac + 2 to 5

Communications School

Business School

Place:

AXA Research Fund – 39 rue du Colisée – 75008 Paris

How to apply?

Please send a **cover letter** and **CV** to isabelle.bergeron@axa.com with the subject line "Internship application" or "Apprenticeship application" depending on the position you are applying for.