



Junior Digital Executive

Job Description:

Savion Ray is looking for talented students in their final year of studies, interested in an internship in an international environment with a strong interest in creative and digital communications. This position is based in Brussels, Belgium.

This is not a position where you will have ample time to observe colleagues' work before you get a project. You will be working on real client briefs from day one and you will learn by doing from a small but capable team. You will be interacting with and learning from everyone from juniors to management.

We will expect that you listen and understand how our company and clients work. At the same time, we will give you space to be yourself and express your awesome creativity, and support clients' vision. We strongly believe conceptual and creative thinking makes ideas stand out and we give tender love and care for those seeds to grow.

Your main tasks will be:

- Manage digital tools and projects;
- Improve processes and efficiency using CRM systems, project management tools, time optimization tools.
- Support CRM updates and streamlining sendouts to tailored audiences.
- Use digital tools for social media management, social listening, semi-automated content creation;
- Support creation of multimedia content, including social cards, GIFs, simple videos;
- Collaborate with designers, PR, and other professionals on communications projects;

- Online research and analysis to understand client landscapes;
- Support the organization of physical and digital events.

Requirements:

- Experience in digital tools, such as CRM, social media publishing, project management;
- Experience working with Adobe Creative Suite Products;
- Knowledge of online content strategy and creation;
- Excellent writing skills;
- Creativity and eagerness to learn;
- Excellent time-management and organizational skills;
- Near-native English proficiency;
- Interest in EU policy and politics;
- Degree in Mass Communication, Journalism, Marketing, or related field.

What we offer:

- International team;
- Flexible working time;
- Office in the heart of Brussels;
- Direct feedback from management and autonomy.

About Savion Ray

Savion Ray is a communications agency working with some of the largest advocacy groups in Brussels. We make policy challenges accessible and visible in the digital space and communicate complex technical issues in an understandable way.

Interested candidates should email their CV and samples of their work to recruitment@savionray.com by 9 June 2023. This position has 2 possible starting dates: June or October. Please indicate in your application what is your preferred starting month.

