

REF: WindEurope/2017/08

Membership Data Intern

Start: June 2017

Duration: 10 months

WindEurope is seeking a Membership Intern to support the Membership Team.

Main Responsibilities:

Account management and administration:

- Perform database updates (processing of new memberships, withdrawals, company information, contact people, etc.) in the CRM.
- “Know your client”: develop options to integrate other databases into CRM.

Customer communication and service:

- Analyze communications to members and their outreach (with tool such as MailChimp, google analytics ...) in order to support WindEurope communication and retention strategy.
- Contribute to the optimization of customer relationship tools and (email, web, social media ...).
- Help coordinate the “members’ area” updates (extranet for members-only to access information).
- Help coordinate the launch of the online “members directory” (extranet for members-only, networking platform).

Business development & marketing:

- Participate in business development projects and campaigns to recruit new members.

Required Qualifications:

Education:

Bachelor Degree, preferably in information systems, computer science, business administration, marketing, or psychology with good level of IT literacy.

Experience:

We are looking for candidates interested in a 1st working experience after completing their studies

Personal skills:

- Excellent communication skills
- Resistant to stress
- Able to deliver under highly time-constrained situations
- Discretion
- Proactive, creative and flexible
- Well-organized and meticulous

- Customer-oriented with interest in sales
- Eager to work in a multicultural environment
- Computer literate: Microsoft Excel, Word, Outlook. Experience with WordPress, MailChimp, Google analytics, Microsoft Dynamic CRM or similar software knowledge is required.

Languages:

Outstanding written and spoken English.
All other languages are an asset.

Offer:

- Paid internship
- Challenging, international and enthusiastic environment
- An opportunity to learn more about the wind energy industry while gaining a first working experience in a dynamic organization.

To apply, please send your CV and a cover letter by **7th April 2017** to jobs@windeurope.org with reference code: **WindEurope/2017/08**

Note: only short-listed candidates will be contacted 3 weeks post-deadline