



Content Management & Communication - Internship in Los Angeles

Are you looking for an opportunity to build your expertise in California, either in person or remote? Belwest Chamber of Commerce is offering a unique opportunity for interested candidates to build their experience through 6-month internships at the epicenter of Los Angeles' transatlantic business community.

Who are we?

Belwest is the Belgian-Luxembourg Chamber of Commerce for the western states. We support all businesses—whatever their size or location—with international expansion services, effective networking, advocacy, and more. Belwest helps our members set up and grow their business across the U.S and beyond and identify tailored business opportunities in the heart of Europe. We are your reliable partner, leveraging our network, forging meaningful business relationships, and guiding businesses of all sizes towards more opportunities for success.

Join us at this key moment to help us lay our foundation and build the future of our unique business community.

Whether you decide to join us in person or remotely, you will have the flexibility to share your expertise and skills while learning new ones and enjoying the culture and effervescence of our engaged and growing team.

Your missions

Wiki and document organization

- Based on existing documentation, build a wiki to help members with their market knowledge
- Evaluate the need to create additional documents and market summaries
- Help with content creation, including articles, blog posts, downloadable assets, tip/fact sheets, etc.
- Upload new content to make it available for members
- Make regular suggestions for useful new content
- Help to develop a e-learning platform

Community management

- Define which website services and features would be useful for members
- Summarize and report on these to the team and prioritize action items
- Set up the services and features the team selects
- Define journey for onboarding new members

Marketing collateral and social media community management

- Establish an editorial calendar for Belwest social media pages.
- Draft and publish posts
- Run analytics and reports on social media performance
- Suggest improvements to and new subject areas for communications
- In collaboration with event team, create and post marketing collateral for events

Requirements & Assets

Design tool, such as Canva, InDesign, Illustrator, or Photoshop
Social media management
Content creation

Fluency in English is required.
Fluency in Dutch is an asset.

About this opportunity

This is an unpaid internship opportunity lasting between 4 and 6 months.
Schedules are based on interning 4 days per week (flexible).
Interns may be fully in-person, remote, or hybrid.

Contact

Send resume and cover letter to contact@belwest.org