Communications & Digital Assistant

Job Description

Function: Communications & Digital Assistant
Level: Intern
Team: Clients & Markets
Reports to: Head of Communications & Digital
Location: Zurich

The Communications & Digital Assistant will support the activities carried out by the Communications & Digital team, helping to develop and manage content on the firm’s various corporate channels such as its website, social media, media contacts and intranet. You will work closely with members of the Marketing, Brand, Events, Talent, Research teams as well as numerous stakeholders in the client-facing business teams where you will advise on best practice and help develop communication campaigns that engage specific target audiences.

Key responsibilities and objectives for this role

- **Serve as content manager and main point of contact for select internal clients** on a wide array of topics, from financial services, M&A, tax and audit to business transformation, the future of work and many more
- **Support the wider team with the planning and implementation of integrated online marketing and communications campaigns**, using a wide range of channels, including media work, social media, blogs, website, internal communications platforms and many more
- Create articles within a content management system and carry out **regular maintenance and updates of pages on digital channels** (intranet, website social media), media lists, editorial calendar and project lists.
- Enforce **brand compliance**, consistent tone and ‘look and feel’ across all online activities. Help to maintain the quality and consistency of Deloitte webpages and other digital activities.
- **Copywriting**, i.e. reviewing and at times drafting web and social media content, blogs, press releases, articles and other texts (English and German/French preferably).
- **Issues and media monitoring**, including regular monitoring of media coverage and social media activity, issues and competitor tracking
- Support online communications activities on **employer branding** topics with Talent/HR team
- Support the team in **more technical tasks**, such as preparing images for use online by modifying with Adobe Photoshop, supporting on SEO, analytics and targeted/paid social media campaigns.
- Contribute to regular Communications & Digital team where new ideas and best practices are shared. **Be proactive in identifying and discussing new opportunities** to increase effectiveness of Deloitte's communications and online marketing campaigns.

Attributes

- A **Bachelor's degree**, preferably in marketing, communications, journalism or business administration, or equivalent
- **First experience in a similar role in a corporate communications or digital team** at a mid to large size organisation, but also at an agency, preferred
• Exceptional communication skills, especially ability to write, edit and proofread to a professional standard in English. Strong to native German and/or French skills preferred.

• Demonstrated ability to take initiative and interact with various levels of stakeholders within our organisation

• Strong organisational skills, with the ability to handle multiple projects and priorities simultaneously and to work on tight deadlines

• Ability to quickly and proactively identify and analyse problems, develop solutions and deliver results

• Self-confident and clear communicator thrives working as a team player in a dynamic, fast-paced environment

• At ease working in a digital environment: Thorough working knowledge of MS Office applications including Word, Excel, Outlook and PowerPoint are all givens. First experience with content management systems (Adobe and SharePoint preferable), HTML/CSS, photoshop (or equivalent image editor), SEO and/or social media tools preferable.

Interested?
All information and how to apply on ceoforonemonth.ch/the-internships/deloitte

Apply as CEO for One Month and let us know you would like to be considered for this internship. If your profile matches the requirements, we will get in touch with you shortly.