



Internship

Support for the organisation of two major international conferences LCM 2023 & irtc (communication & logistics)

Position: Internship starting ASAP between the 1st of November 2022 & 1st of March 2023

Background: bachelor or master studies in graphic design and/or management with a strong interest in the environment and science

Salary: 900€ gross monthly

Duration: Between 4 and 6 months

Location: 59130 Lambersart, France

Thematics: Design, management, organisation, communication on the themes of the circular economy and the environment

Who are we?

WeLOOP is an engineering and consulting company based in Hauts-de-France, specialising in **assessing, understanding and improving the environmental, social and economic** performance of products, services and processes. **WeLOOP** supports stakeholders in defining their strategy, developing their action plan, and implementing Life Cycle Management and Circular Economy in their organisation.

Growing in a small company

The company is made up of a few employees, so trainees are an integral part of the structure and their ideas and opinions are welcome and taken into account in discussions. The flexibility of the company and the interest in initiatives allows for value to be added to proposals.

Context

In September 2023, **WeLOOP** organise **LCM2023**. The LCM (Life Cycle Management) conference series is one of the **world's leading forums for environmental, economic and social sustainability**. The focus is on practical solutions for the implementation of life cycle approaches into strategic and operational decision-making, whether in science, industry, NGOs or public bodies.

Proposed tasks

You will be in charge of:

- Creating posters, leaflets, brochures, etc. to promote the conference
- Creating a management plan for the LCM 2023 conference
- Managing the social networks (LinkedIn, Twitter, etc.) of the LCM 2023 conference
- Helping with the organisation of the conference, especially in terms of logistics
- Helping to set up the communication plan to promote the conference (writing newsletters)
- Helping to manage registrations, requests for certificates, etc.

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SARL au capital de 10 000 Euros - R.C.S. Lille Métropole 830 184 420 - TVA intercommunautaire FR 90 830184420



Necessary skills

- Fluency in written AND spoken English (communications will be in English)
- Good knowledge of the graphic design software (e.g. InDesign, Canva, etc.)
- Good knowledge of the office pack and communication tools (social networks, website management)
- Very good oral and written communication skills (writing skills)
- Good interpersonal skills, autonomy, rigour
- General knowledge of the environment would be a plus

How to apply?

Send your **resume and a cover letter** at info@weloop.org

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