

# Communications Assistant - The Social Business Company



## Are you a brilliant communicator – and passionate about sustainable business?

We are a small but busy Scandinavian-based company with an expanding global outreach.

We are looking for a bright and motivated student, who wants to supplement his/her Bachelor/Master's degree programme studies with some hands-on experience with (online) communication within the arena of sustainable business/CSR/social innovation/social entrepreneurship.

The position requires a commitment of minimum 15-25 hours a month within a minimum period of at least six months, and includes – but is not limited to – the following key tasks and assignments:

- Online research and monitoring of social and other media
- Management, planning and creation of content for our social media channels (primarily Twitter, LinkedIn, Facebook)
- Updating and developing content for our company website (Wordpress)
- Preparation of drafts for articles, blog posts, press releases
- Management, planning and creation of content for our newsletters

## Our expectations to you:

You are passionate about communication and sustainability – and have a healthy appetite to learn more! In addition you:

- Are an excellent communicator – and a fluent writer in English and (preferably also) Danish.
- Are already an active user of social media platforms like Facebook, LinkedIn, Twitter.
- Have flair for creating engaging content (both text and images).
- Learn quickly and are not afraid of trying out new online media and platforms.
- Have a high work ethic – dedicated, stable, keep your deadlines and get things done.
- Are a sucker for details & perfection – right down to the commas and full stops.
- Can work independently, proactively and can adapt quickly to changes.

## What you can expect from us:

We will help you build your skills, knowledge and professional network within the field of sustainable/social business.

We can guarantee you a dynamic environment with lots of opportunities for taking on tasks and responsibilities that will strengthen your CV.

We provide you with a customized "Give & Grow" contract to ensure that your professional and personal development goals are met and matched (read more about our Give & Grow philosophy at: <http://goo.gl/T5lmIO>).

The position is physically based in our office in Copenhagen, but some tasks and assignments can also easily be managed online/outside office as well.

You will be working closely together with our founder Tania Ellis and the rest of the team.

The position is paid by the hour.

## About us

TANIA ELLIS – The Social Business Company is a leading purpose-driven trend communications, consulting and training company specialized in the link between business, innovation and corporate responsibility and sustainability.

We help companies and entrepreneurs put social business trends and strategies into words and action with the following services:

- Social Business Speaking (inspirational speaking & presentations)
- Social Business Consulting (strategic advice & business development)
- Social Business Academy (workshops & training programmes)
- The Social Business Club® (professional network & miniconferences)

Our mission is to inspire and help individuals and organisations engage in innovative and sustainable practices that generate both social and economic value. For the benefit of society and the bottom line.

For over a decade we have worked with a wide range of Scandinavia's most respected companies and organizations, and are now expanding our international activities.

Read more about us at: [www.taniaellis.com/about/](http://www.taniaellis.com/about/)



Send your CV & motivation letter asap to: [te@thesocialbusinesscompany.com](mailto:te@thesocialbusinesscompany.com)

**TANIA ELLIS**  
THE SOCIAL BUSINESS COMPANY®