

## **Job Offer for working students (f/m) Event Marketing**

Lexxion is a specialist publisher producing English and German journals and books focused on EU topics. Additionally, we organize national and international conferences and praxis-oriented seminars concerning: EU State Aid, public procurement law, EU funds and speciality topics such as energy and climate law.

We are looking for student workers currently to assist in event marketing and promotion.

### **Responsibilities include:**

- Organization, maintenance and proper categorization of databank and its contents
- Assistance in the organization, preparation and postprocessing of events (arrangement of book displays, creation of brochures, compiling data from evaluation questionnaires)

### **Your profile:**

- Knowledge of European Union functions (EU Law, EU funds) are preferred
- Good German and very good English skills are expected, additional language skills are also beneficial
- Comfortable with multiple MS-Office programs (Power Point, Word, and Excel)

### **What we offer:**

Thanks to our European focus and legal expertise, you will receive a valuable insight in the creation of national and European administration and institutions including the newest developments in the European Union. Working with conference and marketing management offers a comprehensive insight into event management and marketing. Flexible work schedule can be arranged (15-20 hours a week is desired).

Interested?

Send your application and documents (resume, cover letter, possible references, etc.) via email to:  
[gabellotto@lexxion.eu](mailto:gabellotto@lexxion.eu)

We are looking forward to hearing from you!

Chiara Gabellotto  
Head of Department

Lexxion Verlagsgesellschaft mbH  
Güntzelstraße 63  
10717 Berlin  
Telefon +49-30-81 45 06-2913