

Vacancy - Communications Assistant – Internship (CIP)

August 2025

Eurodiaconia is offering an intern position as a Communications Assistant in our Brussels office. The internship will run for 6 months with a possibility to extend to another 6 months, and we are looking for someone to start at the end of August 2025.

About Eurodiaconia

Eurodiaconia is a European network of churches and Christian NGOs providing social and healthcare services and advocating social justice. Together, we work for just and transformative social change across Europe, leaving no one behind. Our membership represents the needs and unique experiences of 62 national and regional organisations across Europe. By strengthening diaconal and social service provision, we ensure that as many people as possible have access to affordable, high-quality, and accessible social and healthcare services and fight for social justice.

Eurodiaconia creates a platform for diaconal actors to facilitate trans-national networking and bring their expertise into EU policymaking. It creates a link between the regional, national, and European levels, by developing ideas and feeding into policies to combat the root causes of social exclusion, poverty, and inequalities.

The tasks of the Communications Assistant will include:

- Supporting the Communications Officer in:
 - Sending weekly and monthly newsletters via Mailchimp
 - Updating organisation's website via WordPress
 - Designing and writing social media materials
 - Building upon Eurodiaconia's brand identity
- Assisting with communications of internal and external events and meetings across Europe
- Supporting the communications aspect of our campaigns

We expect:

- Relevant studies or equivalent work experience
- Strong interest in charity work, human rights, or social justice ideally proven by relevant work or voluntary experience
- Excellent command of written and spoken English, any other language is an asset
- Strong knowledge of social media platforms, previous experience of MailChimp and InDesign an asset
- Flexibility, pro-activity, and a growth mindset
- Appreciation and motivation to implement Eurodiaconia's mission, vision and values

Even if you do not comply with all the requirements, please feel free to apply and explain why your skills and/or motivation make you a good fit for this position.

What we offer:

You will be working with alongside the Communications Officer as part of a small, motivated team which will give you the opportunity to engage in diverse EU social policy areas, as well as actively contributing to the organisation's communications priorities. You will help to ensure that the experiences of European diaconal and non-for-profit social services providers are amplified at a European level. By the end of the contract, you will have gained insights into the functioning of member-based organisations, you will have written web articles, designed publication templates, created social media content, and assisted in coordinated campaigns.

We offer an internship contract under the "*Convention d'immersion professionnelle*" (CIP) framework, where this should be the first paid employment in Belgium. Candidates must also have the legal right to reside and work in Belgium.

- The initial duration of the internship will be 6 months, starting ideally the last week of August 2025, with possibility to an extension to another 6 months.
- The salary we offer follows the guidelines set by the Belgian state: currently €1100 per month.
- Eurodiaconia provides its Assistants with 12 leave days per 6-month period.
- Lunch vouchers and assistance with travel costs (subject to distance) plus costs of hospitalisation insurance will also be provided.
- This is a full-time position based in Brussels. Eurodiaconia offers structural teleworking (2 days per week) with a home working allowance.

How to apply:

Please send:

- An up-to-date copy of your CV,
- a cover letter (max. one page) stating your motivation for this position and why you would be a suitable candidate based on your experience and skills,
- one piece of communications material from your portfolio; this could be a blog post or web article you have written, or a video or a graphic you have made from a fundraising or awareness campaign/event you were involved in.

Applications should be addressed to Donal Brady, Communications and Membership Engagement Officer and sent to recruitment@eurodiaconia.org with the subject line "*Eurodiaconia Communications Assistant*", by midnight CEST 22.06.2025.

We regret that due to the high volume of applications likely to be received, only candidates selected for an interview will be contacted.

A note on the use of AI

While we recognise the increasing use of AI as a practical tool to help in drafting and processing applications, we would like to hear your real voice and appreciate those candidates who deliver a personal and original application.