

30 April 2019

Communications, Projects and Events Internship

Eurodiaconia is offering 1 intern position in our Brussels office. The internship will run for 12 months, starting as soon as possible. This is an exciting opportunity for candidates that are proactive, flexible and with the ability to multi-task and manage their own working time.

Eurodiaconia represents a dynamic, Europe wide community of organisations founded in the Christian faith and working together in the tradition of Diaconia, who are committed to a Europe of solidarity, equality and justice. Eurodiaconia and its members work to bring about positive change for people and society.

Tasks of the internship will include

- Support in developing project ideas and writing project applications
- Support the organization of the Annual General Meeting
- Monitoring policy developments of EU funds and providing information on funding opportunities to members
- Supporting internal and external communications, as well as supporting the Communications Officer on Eurodiaconia initiatives
- Maintaining social media presence and highlighting Eurodiaconia's work on Twitter, Facebook and Instagram accounts
- Tracking social media and website analytics
- Assisting with the organization of events and meetings as requested

We expect

- An ability to appreciate and relate to the Eurodiaconia mission, vision and values.
- Knowledge of the EU institutions
- Relevant university studies or equivalent work experience in Communications and/or EU Projects
- Information gathering/research experience and ability to write texts that are reader-friendly
- Excellent people skills and written and oral communication skills
- Excellent command of written and spoken English, any other language is an asset
- IT literacy
- Video, photo and audio editing skills are an asset

Applications

The candidate should either qualify for a) the “*Convention d’immersion professionnelle*”, where this should be the first paid employment in Belgium and where the salary shall follow the guidelines set by the Belgian state, or for b) the “*Stagiaire scolaire*” system and be able to undertake the internship as part of her/his studies and where there shall be no remuneration. Lunch vouchers and assistance with travel costs (subject to distance) plus hospital insurance are also provided. The total package is the region of 1000€ per month.

Please send your CV and a cover letter explaining your motivation for this internship and why you would be a good candidate based on your experience and skills by email only by Sunday the 12th of May 2019 10 pm (CET) to recruitment@eurodiaconia.org.

Please indicate in the subject header “Policy Internship or Communications, Projects and Events Internship.” Applications should be addressed to Heather Roy, Secretary General. We regret that due to the high volume of applications likely to be received only candidates selected for an interview will be contacted.

Please note that this is a re-advertisement of this position. **If you have already applied for an internship with us in 2019 please do not re-submit your application.**

Eurodiaconia reserves the right to interview suitable candidates before the closing date.