

February 2021

Communications and Events Internship

Eurodiaconia is offering an intern position in our Brussels office in the area of communications and events. This internship will run for 12 months, subject to approval by the Belgian authorities on internships, 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:

- Working with the Communications Officer by supporting internal and external communications, and other related 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 including the Annual General Meeting.

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
- 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, This is a paid internship and lunch vouchers, assistance with travel costs (subject to distance), and hospital insurance will be also provided.

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 10 February to recruitment@eurodiaconia.org. We will review applications on an ongoing basis and reserve the right to appoint someone before the deadline.

Please note, that due to the ongoing COVID-19 situation, it is likely that some if not all working time will be spent working from home. Candidates should consider this in their application. However, candidates must be registered in Belgium for legal reasons.

Please indicate in the subject header "Communications and Events Internship." Applications should be addressed to Ms. 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. Applicants must already have the right to live and work in the European Union.