

Internal Communication Assistant

Contrat d'immersion professionnelle

CONCORD is seeking a highly-motivated young professional to join our Secretariat as Internal Communication Assistant.

ABOUT CONCORD

CONCORD is the European Confederation of NGOs working on sustainable development and international cooperation. We are made up of member organisations: 26 national platforms, 25 international networks and 7 associate members that represent over 2,600 NGOs, supported by millions of people across Europe.

We work together to ensure that European policies promote equal, just and inclusive societies in a sustainable world.

CONCORD is an equal opportunity employer and considers applicants for all positions without regard to race, colour, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. All employment decisions are made entirely on merit.

ROLE SPECIFICATION

You will be working and learning with the Communication and Media Officer engaging our audiences, challenging our stakeholders, innovating our formats and evolving our narrative.

What exactly will you do and what will you learn?

- Assist in drafting the monthly newsletter;
 - Learning how create impactful newsletters using Mailchimp;
- Update website and upload documents;
 - Learning how to use Wordpress;
- Implement branding guidelines across all platforms;
 - Learning about creating, implementing and maintaining organisational identity;
- Draft targeted messages around publication launches, events and organisational news;
 - Improve writing skills to draft short, sharp texts;
 - Learning how to build a communication plan and toolkits;
- Assist in event communication, administration and logistics;
 - Learning how to plan engaging thematic webinars;
 - Learning about membership communication;
 - Learning how to live tweet;

- Assist in social media updates;
 - Learning how to use social media for effective communication;
- Monitor EU-level news on development and humanitarian assistance;
 - Learning about European development policy;
- Assist in maintaining the online and offline library;
 - Learning knowledge management.

PERSON SPECIFICATION

- University student or graduate preferably in communication, development studies, political science or EU studies;
- Native-level of English. A second EU official language is considered an asset, but not a requirement;
- Communication mindset: capacity to break down complex, technical issues into user-friendly texts;
- Team player capable of working in a dynamic and multi-cultural NGO environment;
- Computer skills, especially web and social media related; the geekier the better.

Any of the following is a plus:

- Graphic design and editing skills are an asset;
- Experience in non-governmental organisations;
- Experience in writing, editing and proofreading, social media and online communication, including the use of content management systems (CMS).

CONDITIONS OF EMPLOYMENT

Duration of contract: This is a full-time position (37.5 hours per week) for a fixed term period of 6 months from mid-February (or earlier, if possible).

Location: Brussels, Belgium

Supervisor: Katarzyna Krok, Communication and Media Officer

If you are eligible for a CIP (Contrat d'Immersion Professionnelle)

- You will work in our offices for 6 months in Brussels, Belgium;
- **CONCORD does offer a teleworking policy, however please note, candidates not currently residing in Belgium will be required to relocate;**
- The contract will be an 'immersion professionnelle' contract for a duration of 6 months (possibility to renew once under certain conditions);
- The salary will be 1100 euros gross per month;
- You will be entitled to a minimum of 20 days vacation pro rata;
- CONCORD also provides meal vouchers of €8 per working day and a monthly commuting allowance on local public transport or by bicycle.

How to apply:

If you are interested, please upload as one document the following information, in the portal below:

- CV (no photo)
- Cover letter responding to the following questions:
 - Why do you want to work for CONCORD? (100 words max.)
 - What interests you about this role in particular? (100 words max.)
 - What does inclusive communications mean to you? (250 words max.)
 - If not located in Belgium, are you willing to relocate for the duration of the traineeship? (yes/no)

Only applications and CVs written in English will be accepted.

The closing **date for applications is 25 January 2023 at midday (12:00 PM, CET)**. However, applications will be reviewed on a rolling basis and the interviews will be scheduled accordingly.