

Communication Assistant

‘Contrat d’Immersion Professionnelle’

CONCORD is seeking a highly-motivated Communication Assistant to join our Membership, Outreach and Communications Team. .

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, 24 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 work closely with our Communication and Media Officer and learn a lot about how to engage our audiences, challenge our stakeholders, innovate our formats and evolve our narrative.

What exactly will you do and what will you learn?

- Assist in drafting the monthly newsletter;
 - Learning how to 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;
 - Learning how to draft short, sharp texts;
 - Learning how to build a communication plan and toolkits;
- Assist in design work:
 - Designing visuals and videos for promoting our work on social media, website, and newsletters

- Preparing presentations for external and internal events
- Coordinating the design of publications with external consultants
- 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 about knowledge management.

PERSON SPECIFICATION

- University graduate with a degree preferably in communications, 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 25 March 2024

Location: Brussels, Belgium.

Supervisor: Camilla Falsetti, 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;
- 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.

Please note that a Convention d'Immersion Professionnelle cannot be undertaken within the framework of a university traineeship.

How to apply:

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

- CV (no photo)
- Cover letter (1 page)

Please note that only applications and CVs written in English will be accepted,

The closing **date for applications is 14 February 2024 at midnight**. Only short-listed candidates will be contacted for an **interview on 26 February**.

NATIONAL PLATFORMS	 Global Responsibility Austrian Platform for Development and Humanitarian Aid	 BELGISCH PLATFORM PLATE-FORME BELGE CONCORD CICCO-ET-IL-RI ACODEV ngo-federatie	 BPID Bulgarian Platform for International Development	 Platforma za međunarodnu građansku solidarnost Hrvatske Croatian Platform for International Citizen Solidarity CROSOL	 FORS	 GLOBAL FOCUS
 AKÜ	 fingo	 COORDINATION SUD	 VENRO ASSOCIATION OF GERMAN DEVELOPMENT AND HUMANITARIAN AID NGOs	 Hellenic Platform for Development	 HAND	 dóchas The Irish Association of Non-Governmental Development Organisations
 CONCORD ITALIA Network della ONG in Europa per lo sviluppo e l'emergenza	 LAPAS London Platform for Development Cooperation	 Cercle de coopération des ONGD DU LUXEMBOURG	 SKOP Solidarjetà u Koperazzjoni	 PARTOS	 ZAGRANICA	 ONGD PLATAFORMA PORTUGUESA
 FOND Federacija Organizacija i Institucija za razvoj, Decidive i Inicijative	 Ambrella Platform for Development Organisations	 SLOGA Slovenian Global Action	 LA COORDINADORA DE ORGANIZACIONES PARA EL DESARROLLO	 CONCORD EUROPE	 bond	NETWORKS
 actalliance eu formerly AMRODEV	 act:onaid	 ADRA	 Alliance 2015 Towards the eradication of poverty	 care	 caritas europa	 ChildFund Alliance
 CIDSE Tijekom za glava justice	 eucord European Council of Organisations for Humanitarian and Development	 GNDR	 Habitat for Humanity	 handicap international humanity & inclusion	 IPPF International Planned Parenthood Federation European Network	 LIGHT FOR THE WORLD
 OXFAM International	 PLAN INTERNATIONAL	 Save the Children	 Sightsavers	 solidar	 SOS CHILDREN'S VILLAGES INTERNATIONAL	 Terre des Hommes International Federation
 wecf	 Wetlands INTERNATIONAL	 World Vision EU REPRESENTATION	 WWF	ASSOCIATE MEMBERS	 alda European Association for Local Democracy	 CARDET
 ea ea EUROPEAN ASSOCIATION FOR THE EDUCATION OF ADULTS	 European Partnership for Democracy	 EUROPEAN DISABILITY FORUM	 INTERNATIONAL RESCUE COMMITTEE	 NRC NORWEGIAN REFUGEE COUNCIL		