Governance & Internal Communication Officer
24th August until 23rd December 2020

CONCORD is the European Confederation of Relief and Development NGOs. We are made up of member organisations: 28 national platforms, 25 international networks and 4 associate members that represent over 2,600 NGOs, supported by millions of citizens across Europe. We are the main interlocutor with the EU institutions on development policy, funding and practice. We are a not-for-profit organisation, registered under Belgian law as an a.i.s.b.l. - Association Internationale Sans But Lucratif - (an international not-for-profit-association).

If you’re looking for a meaningful experience in a confederation committed to improving lives around the world, working with a team of dedicated professionals and wonderful people, we would love to hear from you!

The Position
CONCORD is seeking a highly-motivated individual for a short term contract, to be part of the Membership and Communication Team in Brussels.

This person will support the organisation of online and physical events for members, including the General Assembly, and will also support CONCORD’s internal communication with the membership.

Concretely, this means:

- Assist the Governance Coordinator in the organisation, the running and the follow-up of the General Assembly.
- Assist the Communication Coordinator in ensuring smooth internal communication with CONCORD members, for example by:
  - Draft the monthly newsletter (with inputs provided by the Communication Coordinator).
  - Maintain the database of members’ logos and other information, updating templates and the website accordingly.
  - Support the organization of webinars of the communication experts from the confederation.
- Coordinating the 2020 report on participation at CONCORD’s events and webinars
Experience we’re looking for:
- At least 2 years of relevant professional experience, including internships;
- Experience in membership-based organisations;
- Proven experience and skills in organising events and webinars;
- Fluent in English (written and oral) and knowledge of French/Dutch would be an asset;
- Studies in international development, political science, institutional communications, event management, or any other relevant field of study would be an asset;
- Computer and digital skills, especially managing Mailchimp and CRM systems, and updating Wordpress;
- Online, social media and stakeholder communications experience

Skills we’re looking for:
- Confidence in building and maintaining effective relationships with people across an organisation;
- A quick learner;
- Excellent organisational and time management;
- Ability to work both autonomously and in a team;
- Ability to communicate in a multicultural environment;
- High degree of attention to detail;
- Ability to take your own initiative adapted to the situation.

Any of the following is a plus:
- Additional EU languages would be considered an asset;
- A good understanding of the development cooperation sector;
- Experience with Non-Governmental Organisations / value-based organisations would be an advantage;
- Experience in writing, editing and proofreading;
- Experience in content management systems (CMS);
- Layout and graphic designer skills.
Conditions of employment & benefits

- 4 months contract from 24th August to the 23th December (inclusive)
- Your gross full-time salary, depending on experience, will be approx. €2900 per month (13.8 months a year)
- You will be entitled to minimum 20 days’ vacation pro rata
- CONCORD also provides hospitalisation insurance, meal vouchers of €7 per working day and a monthly commuting allowance in line with our green office policy (local public transport or bicycle)
- A stimulating, international working environment.
- An opportunity to work for a worthy cause.

Interested? Great! Here's what you should know:

This is a full time temporary 4 month position based in CONCORD’s office in Brussels.

All qualified applicants will receive consideration for employment without regard to race, color, national origin, religion, sexual orientation, gender, gender identity, age, disabilities, or length of time spent unemployed.

The call for applications is open until 21st June (midnight Brussels time). An email with CV (no photo please), cover letter (1 page) should be sent to soledad.briones@concordeurope.org. Subject: Governance & Communication Officer Application.

Shortlisted candidates only will be contacted on the 25th June for online interviews, which will take place on 1st July.