

Creative Communications Traineeship

with the Eastern Partnership Civil Society Forum Secretariat

Type of contract: Convention d'immersion professionnelle

Start date: Early September

Application deadline: Friday 14 June 2024

The Eastern Partnership Civil Society Forum (EaP CSF) is the largest platform of civil society organisations from the Eastern Partnership (EaP) countries – Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine. We aim at promoting European integration, facilitating reforms and democratic transformations in the six EaP countries. EaP CSF is a non-profit, non-government, non-partisan civil society organisation with its headquarters in Brussels.

The trainee would work in the team of the EaP CSF Secretariat for 6 months to support the work of the office.

The Secretariat of EaP CSF serves as an information, coordination and expertise hub for the participants of the Forum, the bodies of the Forum, and stakeholders in Brussels and Eastern Partnership countries. It works to support the activities of the Steering Committee and enhance the advocacy and visibility of the Forum.

Description of the role

You will work alongside the Communications Manager to design, create and distribute engaging communication materials supporting the objectives of the EaP CSF.

The Communications team is responsible for the EaP CSF communications including:

- Copy drafting and digital content creation,
- Visual communications (including photo, video, design, branding),
- Media relations,
- Social-media channel management,
- Website update and content,
- Digital impact analysis.

The team also plays an important role in supporting events and particularly two key events: the EaP CSF Summit and the EaP CSF Youth Conference.

You will work closely with the Advocacy and Membership teams to draft engaging copy and design engaging visual, video and digital content aimed at raising EaP CSF's brand across key target audiences. You will also work with EaP CSF's National Platforms and member organisations in the region to design digital campaigns on key EaP CSF work areas.

We are seeking talented and creative individuals who can come up with creative content, can work autonomously (with guidance) and are eager to expand their skills in cause communications.

This traineeship is perfect for students or young graduates with strong skills in audio-visual communication including photography, graphic design, video motion or video editing. This traineeship will allow the selected candidate to develop their drafting, project management and audio-visual communication skills in a professional environment. It will also give exposure to a wide range of communication techniques including copywriting, media relations, social media management, campaign design and event organisation.

Profile of the candidate

The ideal trainee:

- Has good writing skills in English and can articulate complex ideas into strong, engaging messages to be distributed across several platforms,
- Has good knowledge of at least one of the following skills: photography, graphic design, video motion or video editing (portfolio will be required),
- Has good knowledge of one or more apps from the Adobe Creative Suite (particularly: Photoshop, Illustrator, Premiere Pro/After Effects) and is ready to learn what s/he does not know,
- Has a can-do attitude and suggests initiatives that could improve the EaP CSF communication strategy,
- Can work autonomously on set projects and meet deadlines while maintaining attention to detail,
- Some knowledge of the EU institutions and/or of the Eastern Partnership region is an asset.

Main responsibilities

Together with the Communications Manager, implement the EaP CSF communication strategy notably by:

- Drafting and distributing copy formats (Opinion Pieces, Statements, Press Releases, Newsletters, Articles) supporting the advocacy work of EaP CSF,
- Designing creative and engaging audio-visual content supporting EaP CSF publications,
- Proactively managing the publications and social media calendars by proposing mini-campaign ideas and activities to create engagement,
- Proposing, researching and drafting stories highlighting the work done by EaP CSF, its National Platforms and members,
- Liaising with National Platforms communication officers and Working Group members to identify key stories of interest.

What we offer

Besides offering to join a fun, young and dynamic team, we offer:



- Skills development and career mentorship,
- Working experience in cause communication, at the crossroads of communication and EU advocacy,
- In-depth insight into the range of communication tools and practices used in an NGO (campaign design, media relations, mailing strategies, social media management, event organisation etc.)
- Insight in the works of a civil society platform/network organisation,
- Possibility to attend trainings, conferences, networking events (upon availability),
- Access to European and EaP networks.

This traineeship is held under the [Convention d'Immersion Professionnelle](#) scheme. All rights pertaining apply.

Selection Process

If you are interested to join us, then please complete the following form: <https://forms.gle/ifZsfXjbg5PtKuRy9>

Please note that you will be requested to upload your CV, cover letter and a small portfolio of your own personal or professional creative works using one of the apps of the Adobe Suite mentioned above.

Note to candidates: *We are interested in reading your own words so please refrain from using AI tools to draft your candidacy document as this may disqualify you. We also know lists of criteria can deter many from applying if they don't feel they are fully qualified. If you feel you meet at least some of the essential criteria above, we still encourage you to apply and to show us your motivation and the skills you can bring EaP CSF.*

For any questions, please contact Maxence Salendre, Communications Manager at maxence.salendre@eap-csf.eu

Deadline for applications: **Friday 14 June 2024**. Only candidates selected for interview will be contacted. The interviews will be conducted in Brussels and online the week starting 24 June with a view to start early September.

The traineeship is based in Brussels and the candidates must be eligible to work in Belgium.