

Call for Applications for Communications Internship within Eastern Partnership Civil Society Forum

Earliest starting date: 22 February 2021

The Eastern Partnership Civil Society Forum (EaP CSF) is a unique multi-layered regional civil society platform aimed at promoting European integration, facilitating reforms and democratic transformations in the six Eastern Partnership countries - Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine. Serving as the civil society and people-to-people dimension of the Eastern Partnership, the EaP CSF strives to strengthen civil society in the region, boost pluralism in public discourse and policy making by promoting participatory democracy and fundamental freedoms. EaP CSF is a non-profit, non-government, non-partisan civil society organization with its headquarters in Brussels.

We are looking for a paid Communications intern to start on 22 February 2021 and to work in the team of Secretariat of the EaP CSF for 6 months.

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.

Tasks descriptions

- Assist in implementation of communication action plans for EaP CSF campaigns and activities
- Assisting on visual design
- Manage Social Media networks of the Forum (Twitter, Facebook, Instagram)
- Monitor (EU+EaP) media and manage statistics
- Draft and edit articles for the web-page, reports, minutes etc. for broader audience
- Assist with newsletter
- Technical Web-page management
- Contribute to meetings, reports, and communication strategies
- Manage database and mailing lists

Requested Profile & Skills

- Recent graduate or in final stages of their studies in Communication Science, Public Relations, Journalism, Political or International sciences or other related field;
- Work permit in Belgium;
- Excellent verbal and writing communication skills;
- Hands-on and analytical, organized and accurate;
- Proven experience with WordPress;
- Ability to transfer website traffic into visual statistics;
- Proven experience of (at least) one data visualization project;
- Knowledge and understanding of the workings of the EU and its policies. A good understanding of EaP region is a strong asset;

- Perfect command of English with proven drafting ability. A good knowledge of Russian is an asset;
- Flexibility to perform a wide variety of tasks in a small office;
- Team-player;

What we offer:

- Remuneration according to a ‘professional immersion contract’, which will provide the successful candidate with an income of 812,90 EUR per month (plus a home-working allowance of 98,95 EUR per month during the official lockdown period in Belgium);
- Working experience in Brussels in a young and dynamic team;
- Access to European and EaP networks;
- Possibility to work independently and acquire new skills;

Interested candidates should submit in **ONE PDF** file:

- CV in English (max. 2 pages)
- Motivation letter in English (max. 1 page and a half)
- Track record of relevant working experience (i.e. report including samples of data analysis and data visualisation examples or webpage/blog management etc.) and/or recommendation letters from former employers

The application should be sent to Juulia Baer-Bader (juulia.baer-bader@eap-csf.eu) with the reference: “Communications internship” by latest **January 28, 2021 23:59 CET**. Applications will be reviewed on a rolling basis. Only shortlisted candidates selected for the interview will be contacted. The interviews will be conducted via Zoom.

For the time of the official lockdown in Belgium, the work will be conducted from home. Despite teleworking, the candidate **must have a valid work permit in Belgium** for the full duration of the internship.

For further questions, please contact Juulia Baer-Bader (juulia.baer-bader@eap-csf.eu), Communications Manager of EaP CSF.

More details about EaP CSF: <https://eap-csf.eu/>