

Communications Traineeship

with the Eastern Partnership Civil Society Forum

Starting date: as soon as possible

The Eastern Partnership Civil Society Forum (EaP CSF) is a unique multi-layered regional civil society platform working for a strong and independent civil society, democracy and European integration in the six Eastern Partnership countries - Armenia, Azerbaijan, Belarus, Georgia, Moldova and Ukraine. EaP CSF is a non-profit, non-government, non-partisan civil society organisation with its headquarters in Brussels.

We are looking for a communications trainee **to start as soon as possible** and work in the team of the EaP CSF Secretariat for at least 6 months to support the work of the Communications Manager.

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.

Main responsibilities

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

Requested Profile & Skills

- Recent graduate or in final stages of their studies in Communications Science, Public Relations, Journalism, Political or International sciences or other related field;
- Valid work permit for Belgium;
- Excellent verbal and written communication skills;
- Hands-on and analytical, organized, detail-oriented and accurate;
- Knowledge of Canva or Adobe package tool as well as experience in creating visual content (including videos) is a distinct advantage;
- Proven experience with WordPress is an advantage;

- Familiar, or willing to get familiar, with collecting and analysing social media and website statistics;
- Experience in creating written content is an advantage;
- Knowledge and understanding of the workings of the EU and its policies, including the Eastern Partnership, is an 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 CIP ('professional immersion contract'), which will provide the successful candidate with an income of 921.20 EUR per month;
- Meal vouchers;
- Working experience in Brussels in a dynamic team;
- Access to European and EaP networks;
- Possibility to work independently and acquire new skills.

If you are interested and qualified for this communications traineeship, please send your applications in **ONE PDF** file and include your name in the file name. For example: "application_first name last name":

- CV in English (max. 2 pages)
- Motivation letter in English (max. 1 page)

If available, candidates are also encouraged to submit samples of relevant work:

- reports of data analysis and data visualisation
- graphic design work
- webpage/blog content.

Please send your application to applications@eap-csf.eu, with the reference: "Communications traineeship" **by latest Monday, 29 May 2023**. The interviews will be conducted in person or remotely.

Candidates **must have a valid work permit in Belgium** for the full duration of the traineeship (unfortunately, we cannot provide assistance to obtain visas or work permits in Belgium).

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