**INTERNSHIP PROPOSAL**

**DEEEP4 - Citizen Empowerment for Global Justice**

**Department/Division: DEEEP4 - Citizen Empowerment for Global Justice**

DEEEP is a project of the European Confederation of Development NGOs CONCORD in the field of active global citizenship and global learning. We work with the CONCORD members in the fields of advocacy, research, capacity development, communication and global partnerships. The current EC funded project phase is running from 2013 to 2015, under the legal lead of the Finnish NGDO platform Kehys.

**Position title: Communciation and event support trainee**

**Position purpose:**

* Get to know the functioning of a communication service in the NGO sector
* Acquire and apply skills in using online media and social networks in the application of the communication strategy
* Learn to systematise resources related to the development of a online and offline library
* Help to set up international events (a training and two conferences)
* Make a work experience in a European network

**Duties and responsibilities:**

* -Under the supervision of the communication officer, further develop the DEEEP offline library: register printed resources in a catalogue document, refine categories and identify gaps and potential of further development of the library.
* Assist in the conceptualisation of the DEEEP library, including online and offline resources and online interface
* Support the general communication work, in particular around updating the website and DEEEP social media presence, participation in content design and writing of the DEEEP newsletter, and contribution to the reflection on the redesign of the DEEEP website.
* Support in the organisation of events, including event logistics, programme design and communication with participants.
* Participation in general activities of DEEEP staff, such as weekly team meetings, team days, CONCORD staff meetings, DEEEP management group meetings, DARE Forum meetings etc.

**Field/s of study:** Teacher training and education science (broad programmes)**,** Teaching and training**,** Education science**,** Teacher training and education science (others)**,** Audio-visual techniques and media production**,** Humanities (broad programmes)**,** Sociology and cultural studies**,** Political science and civics**,** Journalism and reporting**,** Library, information, archive**,** Journalism and information (others)**,** Marketing and advertising**,** Earth science (level of study isnot relevant)

**Professional competencies:** Commitment to the values of DEEEP, Problem solving skills and initiative, Communication skills

**Key competencies/Language skills:** English - Advanced (Required)

**Key competencies/Computer skills:** Spreadsheets**,** Word processing**,** Web Browsing and Communication (Independent user**),** Web Editing (Basic user)

**How to apply:**Please send CV, cover letter by **14/06/2015 at the latest (via INTLAG).**

**City/Country:** Brussels Belgium

**Financial contribution:** 0 EUR/month

**Contribution in kind:** meal allowance

**Application deadline:** 14/06/2015

**Earliest start date:** 13/07/2015

**Latest start date:** 27/07/2015

**Duration:** 5 months