

INTERNSHIP PROPOSAL

CONCORD (The European NGO confederation for relief and development)

Department/Division: Membership and Communications Team, Brussels/Belgium

CONCORD is the European NGO confederation for Relief and Development. Its 27 national associations, 18 international networks and 2 associate members represent 1,800 NGOs which are supported by millions of citizens across Europe. CONCORD leads reflection and political actions and regularly engages in dialogue with the European institutions and other civil society organisations. At global level, CONCORD is actively involved in the CSO Partnership on Development Effectiveness, Beyond 2015 campaign and the International Forum of NGO platforms. www.concordeurope.org.

Position title: *Communications trainee*

Position purpose: The role involves supporting the Communications Coordinator and the Secretariat in work related to media launches, publications and internal communications.

Duties and responsibilities: Main tasks

- Assist in drafting the bimonthly newsletter;
- Update website and upload documents upon request;
- Assist in media work for publications launch, events organisation;
- Assist in event communication, administration and logistics;
- Assist in social media updates;
- Monitor European news on development and humanitarian assistance;
- Assist in maintaining the online & offline library up to date.

Professional competencies: Desirable skills

- Very good level of written and spoken English.
- Capacity to breakdown complex, technical issues into user-friendly texts;
- Team player capable of working under pressure and in a small, dynamic and multi-cultural NGO environment;
- Strong computer skills, especially web and social media related.
- Layout and graphic designer skills is an asset

Key competencies/Language skills: English – Upper Intermediate (Required)

Key competencies/Computer skills: Word processing - Proficient user; Web Editing - Independent user; Web Browsing and Communication - Independent user; Presentation - Proficient user

Key competencies/Other: Responsibility; Professionalism; Adaptability/Flexibility; Teamwork, Communication

Working language/s: English

Type of work placement: Internship

City/Country: Brussels, Belgium

Earliest start date: 17. 10. 2016

How to apply: Please send CV, cover letter by **16. 9. 2016 at the latest.**

Latest start date: 1. 11. 2016

Duration: 6 months

Financial contribution: 100 EUR/month

Contribution in kind: travel allowance

All the conditions might be negotiated – start date, duration of the internship. Please do not hesitate to contact Simona Šafaříková.