

INTERNSHIP OPPORTUNITY

Communications Assistant

Friends of Europe is recruiting a Communications Assistant for a paid internship, to provide support to Communications Manager and Head of Communications.

Friends of Europe is a leading think tank that connects people, stimulates debate and triggers change to create a more inclusive, sustainable and forward-looking Europe.

This is a great opportunity to understand the workings of an influential think-tank and develop your skills and experience. You will gain an understanding of different communications tools and policy areas, have the chance to learn and give your input.

WHAT WILL I BE DOING?

- Researching topics, authors and themes to our articles
- Editing submissions for in-house and external publications
- Managing Friends of Europe's social media channels (Twitter, Facebook, LinkedIn, Instagram)
- Managing the Friends of Europe website
- Live-tweeting at events
- Monitoring the organisation's online performance
- Researching EU and global policy challenges
- Providing media relations support
- Monitoring the media
- Conducting administrative tasks such as managing correspondence and our database
- Providing logistical arrangements and on-site support at events

WHAT SKILLS AND QUALIFICATIONS DO I NEED TO HAVE?

- Relevant university degree (for example, communication, politics, European studies)
- Native-level fluency in English required (written and spoken)
- Experience in editing English texts
- Experience in content management software, Wordpress
- Excellent knowledge of social media networks as well as social media management tools and analytics
- Demonstrable knowledge of and interest in European and global affairs
- Research experience combined with good analytical skills
- Creativity and interest to keep up with social media trends and worldwide events
- Ability to work fast, accurately and with minimal supervision
- An interest in working for a think-tank and knowledge of our organisation
- Skills in graphic design/video editing are a plus

WHO CAN APPLY?

This position is open only to nationals of EU/EEA member states or Switzerland, or non-EU nationals in possession of a valid work permit.

HOW DO I APPLY?

The internship will be paid and based in Brussels starting in September 2019.

To apply, please send:

- **your CV (maximum 2 pages)**
- **a cover letter (maximum 1 page)**
- if possible, an example of your writing or social media work

to jobs@friendsofeurope.org, indicating the position and your name in the subject line.

The closing date for applications is 06 August, 2019

Please note that due to the high volume of applications, only shortlisted candidates will be contacted.