

Communications & Events Traineeship

Terms of Reference

About EPD

The European Partnership for Democracy (EPD) is a non-profit organisation supporting democracy and good governance worldwide. The EPD network brings together 20 organisations from around Europe that specialise on different sectors of democracy support.

EPD is looking for a **Communications & Events Assistant** to join our team for a 6 month traineeship (with possibility of extending it to 12 months). This traineeship takes place within the framework of a ***Contrat d'immersion Professionnelle***.¹

For this position, EPD is looking for someone who is very comfortable with online tools and social media in particular. Graphic design skills (or a pronounced taste for...) are greatly appreciated and should also be visible in the application form that comes with your application.

Duties and responsibilities

Communications:

- Supporting daily communications work when needed:
 - Website management (drafting, posting articles, page updates) of the [Youth Democracy Cohort](#) website and potential other website(s);
 - Manage, feed and monitor the social media channels linked to the Youth Democracy Cohort and EPD's social media channels if needed;
 - Design of visuals (for social media, website, online purposes) and document layout (reports, infographics, toolkits, etc.);
 - Create and follow up on two newsletters (1 monthly, the other one every 3 months),
 - Monitor the online channels and collect relevant data;
- Writing, formatting and sending EPD's weekly newsletter "Beyond Ballot",
- Support development and implementation of the EPD communications strategy on democracy support projects the organisation is leading;
- Support in development and implementation of strategic communications campaigns about specific topics, such as youth participation in public affairs; observation of elections;
- Support for proofreading and editing papers and reports, with occasional research tasks possible;



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- Support the organisation of events (internal meetings, conferences and symposiums, workshops and training sessions), logistics (venue, catering, configuration) and communication (production of communication package for each event);
- Attending and writing reports/minutes of meetings and relevant events.

Other:

- As with all members of the office, assisting with such administrative tasks as scanning, filing and preparing for events;
- Providing other kinds of assistance as requested.

Requirements

- Recent graduate or young professional with a **communication background** (proven experience in communication and/or a communication degree);
- **Very good knowledge of social media**, how to use them and how to use analysis and monitoring tools;
- An interest and knowledge of EU policies, particularly in relation to support of democracy within Europe and in external policy;
- Proficiency in written English and French;
- Motivation to learn and contribute to EPD's work and share our values
- Previous experience in website development (WordPress), graphic design using Canva, the Adobe package, and social media management are considered assets;
- Creativity and enthusiasm to work with colleagues as part of a dynamic team;
- Availability for a 6 month assignment. If both parties agree, possible extension of another 6 months for EU nationals relocating to Belgium for the purpose of the CIP.

Conditions and benefits

- 6-month traineeship (with a possibility of an extension to 12 months) on a Convention d'Immersion Professionnelle. EPD will compensate the trainee by paying a monthly allowance of EUR 1.036,00;
- Lunch vouchers of a unit value of EUR 8,00 (personal contribution by the trainee is EUR 1,09) will be granted for each day worked;
- A monthly public transportation card in Brussels will be reimbursed at EUR 52,00;
- In the context of its structural teleworking policy, EPD compensates remote working via a monthly teleworking allowance of EUR 154,74, combined with EUR 20,00 for the professional use of a private internet connection;
- 20 days off for a full year of work (10 days for 6 months) with 3 days off between Christmas and New Year (these days are confirmed by the management team at the beginning of each year).
- Trainees are fully involved in all aspects of our work and given considerable responsibility and independence; they are part of an international team that supports them in acquiring skills to work in an international organisation and hands-on knowledge of how major international actors inter-relate, at EU and global levels;
- Possibility to attend workshops, lectures, training sessions and other events within and outside of EPD;
- **Candidates must be entitled to work in Belgium;**



- The trainee has to be based in Brussels.

Application procedure

Interested candidates should send an updated CV and the completed [application form](#) to jobs@epd.eu, by **24 November 2024 (23:59 CET)**. Please include the following in your email subject line: “ LAST NAME – FIRST NAME – Comms Assistant EPD ”.

Interviews will take place between 25 November and 6 December, with a starting in January 2025.

If you have not heard from us by 6 December, we regret to inform you that this means you have not been selected for this post.

¹ More information on the conditions of this contract can be found here:
<http://www.actiris.be/ce/tabid/197/language/fr-BE/Convention-d-immersion-professionnelle.asp>