Programmes Communications Assistant

Traineeship

Terms of Reference

About EPD

The European Partnership for Democracy (EPD) is an independent European non-profit organisation supporting democracy outside the European Union. As a network of European civil and political society organisations working on democracy support, EPD advocates for a stronger presence of democracy support on the European Union’s agenda and facilitates the exchange of knowledge and best practices around the world.

EPD is currently looking for a Programmes Communications Assistant to join our team in February 2022, for a 6 months traineeship (with a possibility of an extension to 12 months). This traineeship takes place within the framework of a Convention d’Immersion Professionnelle.1

Duties and responsibilities

The position will have a focus on communicating projects’ results and activities as well as on supporting the production of advocacy material for digital distribution. Additionally, the trainee will have the opportunity to get involved in other activities undertaken in EPD projects.

● Managing the daily communications work in selected EPD projects, including in a pan-African project on civic tech and democratic governance, a project on gender-based violence in Cabo Verde as well as a project on anti-corruption and transparency in Morocco. This includes:
  o drafting and editing newsletters;
  o daily website management (drafting and posting articles, updating pages, redesigning pages);
  o social media monitoring and posting;
  o developing infographics, basic typesetting and graphic design of reports;
  o performing simple video and audio editing.

● Liaising with project partners, including grantees, in target countries and collecting information about their activities and results;

● Supporting the organisation of online events, webinars, and discussions;

● Contributing to the drafting of policy briefs, op-eds, and articles on African Union policies relevant to democratic governance;

● Assisting with background research and data collection, related to democratic governance and African Union policies;

● Supporting the monitoring of communications and visibility indicators;

1 More information on the conditions of this traineeship can be found here.
● Attending and writing reports/minutes of relevant online events;
● Providing other kinds of assistance as requested.

Accountabilities and key relationships

The Communication Assistant reports to the Programmes Coordinator and will have a constant working relationship with the relevant Programmes Officer as well as the Civil Society Secretariat Coordinator based in Nairobi, Kenya. The Communication Assistant will also have regular working relationships with the other EPD staff in Brussels, including the Finance & Administration Manager, the Finance & Administration Officer, Programme Officers, the Communications and Advocacy Coordinator, and the Executive Director.

Requirements

● Recent graduate or young professional with strong interest in democracy support, civic participation and civic tech;
● Very good written and spoken English and French;
● First experience in communication, campaigning and/or advocacy (particularly online);
● Graphic design, audio and video editing skills are considered an asset;
● Portuguese language skills are considered an asset;
● Previous experience in working on matters related to the African Union and pan-African policies is considered an asset.

Conditions and benefits

● 6 months traineeship (with a possibility of an extension to 12 months) on a Convention d’Immersion Professionelle. EPD will compensate the trainee by paying a monthly allowance of EUR 813,00;
● 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 transport card will be reimbursed 100%; during compulsory teleworking however, this transport cost will not be reimbursed, but a monthly allowance of EUR 144,31 will be granted to cover extra costs caused by working from home.
● 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 (online) events within and outside of EPD;
● Valuable experience for future career opportunities in project managements jobs within non-profit organisations;
● The trainee will ultimately be based in Brussels during the traineeship, if health restrictions allow.
Application procedure

Interested candidates should send an updated CV and the completed application form to aoifecurtis@epd.eu by Monday, 3 January 2022 (23:59 CET). Please include the following in your email subject line: “LAST NAME, FIRST NAME – Programmes Communications Assistant EPD”.

A short, remote, written test and an interview (online or offline, depending on the candidate) will take place in late January with a start date in early to mid February 2022. If you have not heard from us by 31 January, we regret to inform you that this means you have not been selected for this post.

COVID-19: EPD is currently working from home, in order to ensure social distancing and health standards for all staff members. Policies will be re-assessed – with a view to maintain possibilities for working remotely and/or physical office presence.