

## Communications and Events Traineeship - Terms of Reference

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### About EPD

The European Partnership for Democracy (EPD) is a non-profit organisation supporting democracy and good governance worldwide. The EPD network brings together 18 organisations from around Europe that specialise on different sectors of democracy support.

EPD is looking for a **Communications and Events Assistant** to join our team in **September 2022**, for a 6 month traineeship (with possibility of extending to 12 months). This traineeship takes place within the framework of a ***Contrat d'Immersion Professionnelle***.<sup>1</sup>

### Duties and responsibilities:

- Developing and implementing the EPD communications strategy in cooperation with the EPD Communications Officer;
- Supporting daily communications work:
  - weekly newsletters (<http://www.epd.eu/beyond-ballots>);
  - daily website management (drafting and posting articles, updating pages, redesigning pages);
  - social media monitoring and posting;
  - developing infographics, basic typesetting and graphic design of reports;
  - performing simple video editing if required.
- Developing and implementing strategic communications campaigns about specific topics, such as the rule of law, political and civic participation, digital policy and youth participation in public affairs
- Assisting and ensuring fluent EPD internal communications to facilitate the flow of information among EPD Members, including by supporting in the coordination of the communications working group;
- Organising online and physical events with EPD members, partners in civil society and with the EU institutions;
- Support for proofreading and editing papers and reports, with occasional research tasks possible;
- Attending and writing reports/minutes of meetings and relevant EU events;
- 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.

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<sup>1</sup> 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.aspx>



## Requirements:

- Recent graduate or young professional with strong interest and sound knowledge of EU policies, particularly in relation to support of democracy within Europe and in external policy;
- Proficiency in written English;
- Motivation to learn and contribute to EPD's work;
- Previous experience in policy research, website development (WordPress), graphic design using the Adobe package, video editing, and social media management are considered assets;
- Creativity and enthusiasm to work with colleagues as part of a small and dynamic team;
- Availability for a 12 months assignment, if both parties agree on an extension.

## Conditions and benefits:

- 6 months assignment – with the possibility of extension to 12 months – on a *Contrat d'Immersion Professionnelle*. 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 (to be spent in Belgium);
- A monthly public transport card for Brussels will be reimbursed 100%, or (depending on COVID restrictions) a home working allowance will be granted in compliance with Belgian legislation;
- 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;
- Valuable experience for future career opportunity in Communications, Events Management, Policy Research and Advocacy jobs within NGOs, nonprofit organisations or any small- to mid-size organisation;
- The trainee is able to work remotely due to current restrictions, but preference will be given to trainees who are in Brussels or planning to move to Brussels during the traineeship.

## Application procedure

Interested candidates should send an updated CV and the completed [application form](#) to [communications@epd.eu](mailto:communications@epd.eu) by **Thursday, 28 July 2022 (23:59 CET)**. Please include the following in your email subject line: "LAST NAME – FIRST NAME – Comms Events Assistant EPD". An interview online will take place in the week of 8 August with a start date in the end of August. If you have not heard from us by 15 August, we regret to inform you that this means you have not been selected for this post.