



Brussels, 15 February 2021

Internship Communications & Events Assistant

Application deadline: 8 March 2021

Supported by 50 environmental NGOs across Europe and beyond, ECOS (ecostandard.org) is a non-profit organisation which promotes environmental interests in the development of standards and environmental laws and policies. ECOS uses its strong technical base to effectively operate at political, policy and technical levels, and to provide key solutions to global environmental challenges.

The Communications & Events Assistant will support the work of the Communications Team in the ECOS Secretariat.

Working closely with the ECOS Communications Team, his/her main tasks will include:

- Supporting the Communications Team in ensuring quality control, copy-editing/proof reading and design of internal and external communications and publications;
- Help in the planning and managing of the logistics of closed and public events;
- Contributing to boosting our presence on social media, in liaison with the Communications Officer;
- Supporting ECOS' communication work in the framework of various projects including several H2020 projects;
- Supporting the Communications Team in the implementation of innovative Europe-wide communications campaigns;
- Undertake research linked to ECOS databases and ensure their regular maintenance and updates.

Skills and experience required:

- University-level degree in communications or a similar field;
- Fluent written and spoken English (native-speaker or equivalent), with excellent editing and proof-reading skills;
- Ability to make complex policy and technical issues easy to understand to a variety of audiences;
- Good writing, communication and social media skills;
- Good understanding of the EU institutions;
- Ability to work effectively both independently and as part of a team
- Commitment to the values, vision and mission of environmental NGOs

Additional

- Event management and project management experience as well as graphic design skills would be an asset.

What we offer:

- 6 months internship *Convention d'Immersion Professionnelle*
- A dynamic international working environment
- Being part of a dedicated team whose common goal it is to protect the environment

How to apply:

Applicants should send a CV and cover letter (maximum 1 page) by no later than midnight 8 March 2021 to: info@ecostandard.org, with the subject line "**Communications & Events assistant: your name**". The first round of interviews will take place shortly after the application deadline. We would like to inform you that only short-listed candidates will be contacted.