



Internship – Communications & Events Assistant

Application deadline: 20 February 2022

4 February 2021

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

About ECOS: ECOS is an international NGO with a network of members and experts advocating for environmentally friendly technical standards, policies and laws. We ensure the environmental voice is heard when they are developed and drive change by providing expertise to policymakers and industry players, leading to the implementation of strong environmental principles. ECOS is headquartered in Brussels and has an exceptional team supported by a network of over 50 technical experts and more than 50-member organisations.

Working closely with the ECOS communications team, your main tasks will be to:

- Support the Communications Team in driving the public communications work of ECOS, translating our overall strategy into communications initiatives that support the narrative and objectives;
- Help ensure quality control, copy-editing, proofreading and design of internal and external communications and publications;
- Help shape the ECOS newsletter;
- Help in the planning and managing of the logistics of closed and public events;
- Contribute to boosting our presence in social media, in liaison with the Communications Managers;
- Support ECOS' communication work in the framework of various projects including several H2020 projects;
- Support 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 proofreading 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:

- A six-month full-time paid traineeship under the Belgian CIP framework (Convention d'immersion professionnelle), plus meal vouchers, reimbursement of public transport expenses, and 2 days of holidays per month.
- An experience at the heart of EU policy and standardisation making, with the perspective of a dynamic environmental NGO
- The possibility to join all relevant team training opportunities (e.g. time management) and internal briefings (e.g. how to write a good press release)
- Being part of a welcoming, pleasant and dedicated team whose common goal is to protect the environment.
- A flexible working environment, with the possibility to partly telework.

How to apply:

Applicants should send a CV and cover letter (maximum 1 page) by no later than midnight 20 February 2022 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.

ECOS is an equal opportunity employer that is committed to diversity and inclusion in the workplace. At ECOS, we believe diversity is what makes our work richer and our team stronger. Your race, nationality, colour, gender, age, religion, disability, status, or sexual orientation are NOT important to us, we value your knowledge and commitment. If you believe you can contribute to our common goal, we encourage you to apply.