



Internship – Membership Assistant

Application deadline: 25 August 2023

July 2023

ECOS is looking for a Membership Assistant who will report to and work closely with the Membership & Network Manager of ECOS.

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 60+ technical experts and nearly 60 member organisations.

Your main tasks will be to:

- Support the implementation of the ECOS Membership Strategy, in line with the ambition of the organisation's Strategic Plan;
- Assist in member recruitment, renewal and retention campaigns;
- Support the implementation of new activities and products that meet the needs and interest of members, as well as the creation of opportunities for members to come together;
- Help plan and manage closed and public events, as well as assist in developing ECOS training and capacity building programmes;
- Help maintain the quality and integrity of the ECOS membership records;
- Undertake research linked to ECOS databases and ensure their regular maintenance and updates.

Skills and experience required:

- University-level degree;
- Fluent written and spoken English (native-speaker or equivalent), other languages an asset;
- Experience working for a membership organisation an asset;



- Excellent organisational skills;
- Ability to transform complex technical issues into engaging calls to action;
- Good writing and communication skills;
- Ability to work effectively both independently and as part of a team;
- Ability to work in multicultural environments and good interpersonal skills;
- Commitment to the values, vision and mission of environmental NGOs.

An asset

- Event management and project management experience
- Understanding of environmental policies and/or standardisation processes
- Experience in an NGO environment

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. Please note the Belgian CIP framework is not compatible with ongoing studies.
- An experience at an international environmental NGO, dynamic and constantly developing, working on both policy and standardisation
- The possibility to join all relevant team training opportunities (e.g. time management) and internal briefings (e.g. how to create impact through writing)
- 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 telework partly.

How to apply:

Applicants should send a CV and cover letter (both in English, each maximum 1 page) by no later than midnight 25 August 2023 to: careers@ecostandard.org with the subject line 'Membership assistant: name'. The first round of interviews will take place shortly after the application deadline. Only short-listed candidates will be contacted.

ECOS is an equal opportunity employer, placing great value on diversity and inclusion in the workplace. We welcome applications from candidates with diverse cultural backgrounds and expertise. We value your knowledge and commitment. If you believe you can contribute to our common goal, we encourage you to apply.