

Internship – Communications Assistant

Application deadline: 6 October

September 2023

The Communications Assistant will support the work of the Communications Department at the ECOS Secretariat. Please note that this position is not compatible with ongoing studies.

About us: 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 Department, your main tasks will be to:

- Support the Department 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;
- Support ECOS work on press outreach;
- 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 the communication work of ECOS in the framework of various projects;
- Support the Communications Department in the implementation of innovative 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;
- Ability to work effectively both independently and as part of a team;
- Commitment to the values, vision, and mission of environmental NGOs.

An asset:

- Event management and project management experience, as well as graphic design skills, would be an asset.
- Understanding of environmental policies and/or standardisation processes.

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 an international environmental NGO that is 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 on 6 October 2023 to: careers@ecostandard.org, with the subject line 'Communications 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.