



Internship – Membership Assistant

Application deadline: 7 February 2025

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

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 nearly 60 member organisations. www.ecostandard.org

Your main tasks:

- Support the implementation of the ECOS Network 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 interests of members, as well as the creation of opportunities for members to come together.
- Help plan and manage closed and public events, such as the ECOS Network Days, 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.

Required skills and experience:

- University-level degree.
- Fluent written and spoken English (native-speaker or equivalent), other languages an asset;
- Excellent organisational skills.
- Event management experience.
- 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 ECOS.

Desirable:

- Experience working for a membership organisation.
- Experience with using CRM tools.
- 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)
 - Please note that the Belgian CIP framework is not compatible with ongoing studies.
- Benefits: meal vouchers, reimbursement of public transport expenses, and two days of holidays per month.
- Experience at an international environmental NGO that is dynamic and constantly developing, working on both policy and standardisation.
- The possibility to join relevant training/personal development opportunities, e.g. time management and internal briefings, e.g. how to create impact through writing.
- A welcoming, pleasant, and dedicated team, whose common goal is to protect the environment.
- A flexible working environment, with the possibility to partially telework.

How to apply:

Deadline: 7 February 2025

Applicants should send a CV and a one page cover letter (both in English) to careers@ecostandard.org with the subject line 'Membership assistant: *Your name*'.

The first round of interviews will take place in early February shortly after the application deadline . Only short-listed candidates will be contacted.

Please note that applicants need to hold the existing right to work in Belgium or the EU.

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.