

COMMUNICATION INTERN 2016

European Cyclists' Federation

Diane Auchapt, Communications officer, d.auchapt@ecf.com

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JOB DESCRIPTION

ECF is looking for 2 motivated interns to join its team in Brussels. The chosen individuals will be part of the communications team and work on social media, contact management, writing for the web, data research, editing brochures, press relations, attending events etc...

We offer a friendly and international office in the heart of the European Brussels. There are a lot of opportunities to learn and to demonstrate creativity, management skills and to work on advocacy and cycling related issues.

PRACTICALITIES

We foresee a 6 months internship paid (€750) & full time, **to start asap** and no later than January 2016.

PERSON SPECIFICATION

Requirement	Essential	Desirable
Experience/ Knowledge	<ul style="list-style-type: none"> Writing for the internet & social media Editing and updating website Event management 	<ul style="list-style-type: none"> ■ Working in a communications role e.g. advocacy, PR, journalism ■ Writing resources and materials for advocacy, political activity, cycling media, voluntary groups etc. ■ Contact database management ■ EU institutions & decision making process
Skills	<ul style="list-style-type: none"> Excellent written, spoken and presentational skills in English Managing multiple tasks 	<ul style="list-style-type: none"> ■ English as a native language ■ Other languages are an asset ■ Computer literate (MS office, database, Drupal, internet tools, social media) ■ Strong networking skills (attending events, meetings etc.)

Personal	Self motivated, outcome oriented, team player	<ul style="list-style-type: none"> ■ Able to set own priorities and deliver within agreed timescales ■ Proactive, flexible, hands-on personality ■ Able to work autonomously into a team
Other	Commitment to the aims of ECF	<ul style="list-style-type: none"> ■ Bicycle user for leisure or transport

HOW TO APPLY

Please send a CV and short cover letter in English to Diane Auchapt (d.auchapt@ecf.com) before **Wednesday the 25th November 2015 at 12 am**.

Due to the large number of applications, only shortlisted candidates will be contacted.

Selected applicants will be interviewed during the week of 30th of November at our office in Brussels or via Skype.