



INTERNSHIP | COMMUNICATIONS AND INFORMATION

EAPN is looking for an intern to work on communications and information issues, under the supervision of the Information and Events officer and the Director.

JOB DESCRIPTION

Website maintenance

The person will be asked to help update EAPN's website, which entails:

- Keeping an eye on media
- Updating news section of the website
- Making sure that the overall website is up to date

Blog maintenance

EAPN maintains a series of Wordpress blogs linked to different projects. The latter are coordinated by Development Officer and/or Policy Coordinator.

Under the supervision of the Communications Officer, the intern will liaise with the other members of the team from both Development and Policy areas to maintain the blogs linked to the different project.

Publications

The intern will be asked to finalise the **layout** of in-house publications (position papers, reports) done in Word. Any sound experience of In-design and Photoshop is welcome, but not compulsory.

Dissemination

The intern will be asked to disseminate information and publications through different media (website, Mailchimp).

Social media and other ICT tools

The intern will contribute to EAPN's social media; which include the daily use of Facebook, Twitter.

He/she will also contribute to other media such as Issuu, Google docs, Picasa...

Strategic thinking around communications

The Intern is considered as being a full member of the team and is encouraged to take part in strategic discussions. EAPN is embarking on a new Strategic Plan which entails the development of a new communications strategy, on top of building a new website.

This job description is a roadmap, to be discussed with the applicant and adapted according to his/her needs as much as the organisation's needs.

SKILLS

- You have studied communications and/or IT, and/or you have experience in the above-mentioned tasks.
- You are a creative person and at ease with Information and communications technologies (ICTs) and tools.
- You have a very good command of English. Any other language is of course welcome, notably French.
- Positive attitude to workload.
- Constructive team worker, open to perform other tasks that the daily life of an organization entails.
- Good sense of humour.
- All other skills in any other area are welcome.

Allowances

The internship is unpaid.

In line with [EAPN's guide on internships](#), we can only accept applications from people who can show that they receive financial support (Erasmus placement, regional grants or other national/international scholarship programmes) or who need to carry out an internship as integral part of their University degrees. We will reimburse 100% of the public transport travel costs within the Brussels region and give a meal allowance of 5 Euro per day.

Timeframe

Open applications.

Starting date: March 2016.

The duration of the internship will be discussed with the candidate. However, it should cover a period of 3 to 6 months.

How to apply

Please send your CV and a note describing your current position and when you are looking for an internship to start and end, to rebecca.lee@eapn.eu (Rebecca Lee, Information & Events Officer).