



## INTERNSHIP | COMMUNICATION AND ADMINISTRATION

EAPN is looking for an intern to work on Communication and Administration issues, under the supervision of the Communications Officer.

### JOB DESCRIPTION

#### Website/Blog maintenance

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

- Updating news section of the website
- Updating a series of WordPress blogs linked to different projects
- Contributing to the maintenance of the website

#### Publications

The intern will be asked to support 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 support the dissemination of information and publications through different media (website, Mailchimp).

#### Social media and other ICT tools

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

#### Administration

The intern will give administrative support for two big events (one in June and one in September) (preparation of badges, folders, tabletops, attendance sheets etc)

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 an excellent command of English. Fluency in a second language is necessary.
- You have a positive attitude to workload.
- You are a constructive team worker, open to perform other tasks that the daily life of an organization entails.

## 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 5,61 Euro per day.

## Timeframe

Open applications.

Starting date: June 2018 (with a flexibility to absences during the summer holidays)

The duration of the internship will be discussed with the candidate. However, it should cover a period of 4 to 5 months.

If you are interested, please send a cover letter of not more than one page with your CV to [sigrid.dahmen@eapn.eu](mailto:sigrid.dahmen@eapn.eu) not later than 4 May 2018.

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