



**Digital Communication Assistant – Social Media  
(Convention d’Immersion Professionnelle CIP - Temporary position – 6 months)**

The European Anti-Poverty Network (EAPN) is the largest European network of national, regional and local networks, involving anti-poverty NGOs and grassroots groups as well as European Organisations, active in the fight against poverty and social exclusion.

EAPN is looking to work with an enthusiastic individual to support its communications work, in particular by implementing EAPN’s digital and social media presence and impact. The Digital Communication Assistant will support EAPN’s communication strategy, including digital communication, social media channels and online engagement strategies.

The Digital Communication Assistant needs to have an understanding of social media platforms, language and engagement, its trends, and want to apply this to promote social inclusion and fight poverty.

Line management: Reports to Senior Communication Officer and cooperates with the Digital Communication Officer in supporting the network’s workplan.

EAPN is an equal-opportunity employer. We value diversity and we do encourage individuals or members of groups which are affected by poverty and other grounds of discrimination to apply for this post. EAPN will ensure that opportunities offered are accessible to all regardless of gender, age, race or ethnicity, religion or belief, disability, sexual orientation.

**Main tasks and responsibilities:**

- Implement EAPN’s social media campaigns on Facebook, LinkedIn, Instagram, Bluesky and Tiktok
- Support the core communications work of EAPN, liaising with the Director and other members of the EAPN team
- Development of various communication tools and materials, particularly photography and short videos for social media
- Collaborate in the development social media reports
- Implement a content editorial calendar
- Curate innovative, dynamic and trending content adapted to each platform; and updating the overall presentation of EAPN social media outlets
- Engage our online community, including ensuring follow-up and moderation of user-generated comments, questions and posts on social media channels
- Support the Communication team on the new website and visual identity projects

**Other**

- Contribute to other communications work as necessary
- Take on any tasks related to the post as deemed necessary and appropriate by the Senior Communication Officer

## PERSON SPECIFICATION

### Knowledge

#### *Essential:*

- Recently graduated
- Knowledge social media tools
- Knowledge in using new technologies, web-based platforms and social media networks
- Knowledge of video editing for social media platforms
- Ability to apply and adapt digital innovations towards communication goals
- Experience with CapCut and Canva

#### *Desirable:*

- Interest for the EU institutions and policies
- Interest for issues related to economic and social rights, preferably to poverty and social exclusion

### Skills/abilities

#### *Essential:*

- Fluent in English and excellent ability to communicate in writing and orally (any other language is a plus)
- Ability to liaise with relevant parties, coordinate input and meet deadlines
- Self-starter; organised; able to multitask
- Strong sense of aesthetics and design
- Ability to work as part of a team while being self-supporting
- Initiative and creativity in problem-solving

## WHAT WE OFFER :

- **A CIP contract for 6 months under Belgian law based on 38 hours per week, over 5 days**
- Home working days
- The indemnity would be as follows:  
Age 18: 865,90 Euro  
Age 19: 929,30 Euro  
Age 20: 992,60 Euro  
Age 21 and older: 1056,00Euro

## TO APPLY :

- Please send your CV (paid and unpaid/volunteering experiences)
- A motivation letter which outlines why you would be a good fit for the role and the organisation (no more than 1 page)
- 2 References
- 2 Examples of communication tools developed

#### *Special conditions:*

- *Availability to travel in Europe,.*

Please send your application to our Office Manager Philippe Lemmens, before June 22: philippe.lemmens@eapn.eu

Interviews will be held in the second week of July.