



PAID INTERNSHIP OFFER – CONVENTION D'IMMERSION PROFESSIONNELLE

Communication and events officer

Who we are?

The European Civic Forum (ECF) is a transnational network that brings together over 100 associations and NGOs across 27 countries in Europe and is actively working to promote civic and popular ownership of Europe, to foster citizens' participation and the emergence of a European public space where the role and influence of civil society are fully recognized through the setting up of a genuine European civil dialogue.

What we stand for?

Since its creation in 2005, the European Civic Forum has been particularly working to:

- Enable **civic participation** through citizens' associations and movements **for a Europe** grounded on **Equality, Solidarity and Democracy** that guarantees effective access to rights for all
- Support the **structuring of European civil society movement** through alliance building, collective thinking and joint campaigning for the common good
- Fight for the institutional recognition of civil society through the setting up of a genuine **European civil dialogue**
- **Monitor and analyse** the evolution of civil society space in Europe via the **Civic Space Watch**

How we take action?

- We connect civil society actors transnationally and cross-sectorally through conferences, forums, alliances, working groups
- We participate in civil dialogue structures at European level
- We run campaigns for the recognition of civil society organisations in the policy making process at European, national or local level

Please feel free to visit our [website](#) (as well as [Civic Space Watch](#) and the [campaign Make Europe Great for All](#)) and read our last [annual report](#) for more information about ECF and our activities.

JOB DESCRIPTION

The ECF secretariat is composed of a small but dynamic and multi-task team, responsible for the implementation of the work programme and the day-to-day management of the network. We are currently seeking a communication and events officer with good knowledge of EU policies, institutions and functioning and possibly experience in the NGO sector, able to work effectively in English and French.

The communication and events officer will be reporting to the ECF Director and contribute to support ECF Brussels office in internal and external communication. The post holder will more particularly focus on communication and outreach-related task but will also support the background research related to ECF advocacy. This may include contributing to communications materials, proof-reading, taking notes at meetings, assisting with events management or other tasks. The officer will assist with daily monitoring of civic space and democracy-related issues. He/She will also be responsible for logistics at various ECF events.

Main responsibilities:

- Daily monitoring of relevant issues linked to civic space and civil dialogue;
- Internal & External communication (update the websites, newsletters, social media)
- Support the logistics of ECF events;
- Support the research (on CIVICUS Monitor and Civic Space Watch)
- Follow-up of the European elections and monitoring of newly elected representatives.

The job description gives a general outline of the main tasks and responsibilities and is not exhaustive.

PERSON SPECIFICATION

- Interest in the functioning of the European Union and of the European strategic challenges;
- Excellent command of English and French both in writing and speaking (working languages);
- Good writing and analytical skills;
- Adaptability, high level of autonomy, good organisational skills;
- Ability to work within a European membership-based organisation;
- Excellent communication and interpersonal skills;
- Good knowledge and effective use of social media as well as mailing tools (especially Mailchimp) ;
- Interest in democracy and fundamental rights; knowledge of the NGO sector would be a plus;

TERMS AND CONDITIONS:

1. Location

Post holder will join the permanent staff team based in Brussels (rue du Congrès 13) and currently composed of a Network development officer and a Research and Advocacy officer. He/She will be under the responsibility of the ECF Director, based in Paris.

2. Duration

12 month under a Convention d'Immersion Professionnelle, starting as soon as possible.

3. Remuneration

TO BE DETERMINED

4. Working hours

Full time position: 38 hours per week (5 days), office working hours 9.30 - 18.00 (from Monday to Friday). This position requires some flexibility of working hours, mainly due to traveling.

TO APPLY

Please send your application (CV and covering letter in EN or FR) by e-mail to Alexandrina Najmowicz (anajmowicz@civic-forum.eu) by March 29th 2019 at the latest.

Please note that we will be able to contact only short listed candidates.

Interviews with selected candidates will take place between 1 and 5 April 2019.