



# We are looking for a Civic Space

## Assistant

Paid traineeship offer – Convention d’Immersion  
Professionnelle

### Who we are

European Civic Forum (ECF) is a pan-European network of more than 100 associations and NGOs across 29 European countries. Founded in 2005 by our member organisations, we have spent nearly two decades working to protect civic space, enable civic participation and build civil dialogue for more equality, solidarity and democracy in Europe.

### 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 Civic Space Assistant to support and contribute to the ECF's research and advocacy on civic space and democracy-related issues. The Civic Space Assistant will be a politically savvy, sociable and passionate person, ideally involved in activism and contemporary struggles of intersectional feminism, environmental, social and racial justice etc.

### Main responsibilities

- Daily monitoring of relevant issues linked to civic space and democracy.
- Writing weekly updates on the developments of civic freedoms in 8 European countries as part of the ECF research partnership with the [CIVICUS Monitor](#).
- Updating the Civic Space Watch website with articles and interviews, preparing newsletter, drafting social media content;
- Supporting our research and advocacy towards European institutions;

- Supporting the organisation of ECF events, including the [European Civic Academy](#).

The job description gives a general outline of the main tasks and responsibilities and is not exhaustive. This may include contributing to communications materials, proof-reading, taking notes at meetings, assisting with events management or other tasks.

## Profile

- Passion for advancing justice, rights and democracy; understanding of civic space and NGOs sector.
- Interest in the functioning of the European Union and European policies.
- Experience in activism through NGOs, associations or social movements.
- Excellent command of English both in writing and speaking (working language); Knowledge of French is preferable.
- Good writing and analytical skills.
- Adaptability, high level of autonomy, good organisational skills.
- Ability to work in a multicultural team and environment.
- Excellent communication and interpersonal skills.
- Experience in the use of WordPress and mailing tools is preferable.

## What we offer

- A 6-month Convention d'Immersion Professionnelle (CIP) contract, with the potential to renew for a further 6 months.
- €1070 gross per month, plus full reimbursement of public transportation pass, daily meal vouchers (worth €8 gross), and €20 per month home working allowance.
- An office in the centre of Brussels, with the possibility to work from home two days a week.
- 10 days of paid holiday over the six-month period.

## Terms and conditions

- Full-time: 38 hours per week (5 days), working hours 9.00 - 18.00 from Monday to Thursday, 9.00 to 16.00 on Friday.
- The right to live and work in Belgium is a requirement.
- We are unable to offer positions to those who are currently enrolled in a university degree.



## How to apply

Please send your CV and one page covering letter in English to Giada Negri (gnegri@civic-forum.eu) by 2 February 2024 at the latest. The expected start date will be 4 March 2024.

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

## More about us

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

1. Protect and expand civic space: Civic space is the political, legislative, social and economic environment which enables citizens to come together, share their interests and concerns and act individually and collectively to influence and shape their societies.

An open, plural and dynamic civic space is a central feature of democratic societies because it allows people to engage politically beyond elections. It also encourages governments to be transparent and accountable.

In recent years, civic space has been shrinking. We want to reverse that trend: to protect and enhance civic space and to empower civic actors.

2. Boost civil society resilience: Civil society organisations, social movements and activists are essential to democracy. They are often on the frontlines – mobilising, responding to social needs and defending fundamental rights and democratic frameworks.

Despite shrinking civic space and tough operating environments, these actors continue to work to make the world a better place.

Through our activities and campaigns, we want to celebrate civic society, highlight success stories, support and build networks and enhance civic actors' resilience.

3. Enable institutional and political dialogue: The potential of civil society to revive democracy depends on the institutions' capacity and willingness to recognise and support civil society organisations and movements, engage in dialogue, and take their input into account.

We want to use our position in Brussels to further this aim by connecting European policymaking with grassroots initiatives, giving voice to our members' concerns, fostering EU and national recognition and support, and engaging with international institutions to trigger policy cohesion

You can learn more about our objectives by reading our [strategic priorities for 2021-2025](#).

## How we take action

- We connect civil society actors transnationally and cross-sectorally through conferences, forums, alliances, and working groups



- We participate in civil dialogue structures at the European level
- We run campaigns for the recognition of civil society organisations in the policy-making process at the European, national or local level

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

