



# We are looking for a Communications and Projects 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 Communications and Projects Assistant to support and contribute to the ECF's communications, projects, and events organisation.

### Main responsibilities:

- Planning, drafting, and editing ECF's communications content including newsletters, social media, statements, press releases, website updates, podcasts and campaigns.
- Supporting the planning and organisation of ECF events, including policy dialogues and the [European Civic Academy](#).
- Producing event communications material.
- Supporting ECF's communications planning development and narrative-building.

- Performing communications and mapping tasks linked to the pan-European projects Net4Defenders and Monitoring Actions for Civic Space (MACS) focusing on protection work for human rights defenders and civic space monitoring.
- Possibility to support our research, policy, and advocacy towards European institutions.

The job description gives a general outline of the main tasks and responsibilities and is not exhaustive. This may include taking notes at meetings, organising internal trainings, assisting with administrative or other tasks.

## Profile

- A sociable and passionate person, ideally involved in activism and contemporary struggles, including intersectional feminism and environmental, social, and racial justice.
- A recent graduate looking to kick-start their career in communications and projects.
- A passion for advancing justice, rights, and democracy, with a basic understanding of civic space and the NGO sector.
- Excellent drafting, editing, and proofreading skills in English (knowledge of another EU language is a plus).
- Basic layout and design skills.
- Adaptability, high level of autonomy, good organisational skills.
- Ability to work in a multicultural team and environment.
- Experience with different communications tools (web, social media, newsletter tools) and other communication-relevant software is preferable.
- Event planning and organisation experience 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

- 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 Communications and Projects Assistant will report to the Communications and Campaigns Officer.
- 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 cover letter in English to Benjamin Goodwin ([bgoodwin@civic-forum.eu](mailto:bgoodwin@civic-forum.eu)) by 23:59 on 20 February 2024 at the latest.

Applications will be reviewed on a rolling basis, so candidates are advised not to apply at the last minute.

The expected start date will be 2 April 2024.

## 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 across sectors 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.

