



We're hiring: Communications Assistant (CIP)

Apply by 23:59 (CEST) 2 August

Who we are

The European Civic Forum (ECF) is a pan-European network of more than 100 associations and NGOs across 30 European countries. Founded in 2005 by our member organisations, we have spent two decades working to protect civic space, enable civic participation, and build civil dialogue for more equality, solidarity, and democracy in Europe. You can read our [2025 Activity Report](#) to get a clearer idea of what we do.

We run [Civic Space Watch](#), a platform dedicated to alerting on restrictions on civic freedoms and civil society and sharing resources for protection. Our latest [Civic Space Report](#) gives a good overview of the state of civic space in Europe.

About this role

We are currently seeking a Communications Assistant to support and contribute to ECF's comms efforts, with a particular focus on storytelling, social media, and narrative building. The successful candidate will be under the supervision of the Communications and Campaigns Officer.

This role is a paid traineeship designed for someone at the very start of their professional life, looking to gain hands-on experience working in NGO communications as part of their early career development. It is not a job for people with years of experience.

This following description is intended to give candidates a good idea of the role and what we're looking for. The final list of responsibilities will be agreed by the Communications and Campaigns Officer and the successful candidate, to align with their professional and learning goals and expectations.

Main responsibilities:

- Planning, drafting, and editing ECF's communications content including social media, statements, newsletters, and press releases.



- Boosting ECF's storytelling through social media content creation.
- Supporting the development of a new social media strategy.
- Identifying opportunities for proactive press outreach.
- Supporting the coordination of ECF's internal Communications Working Group.
- Regular updates to the European Civic Forum and Civic Space Watch websites.
- Helping maintain contact lists, databases, and the collection of statistics.

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

Profile

We're looking for someone who:

- is a sociable and passionate person, committed to ECF's values.
- is looking to kick-start their career in communications.
- is a creative person with a passion for storytelling and a keen interest in social media content creation and trends.
- has a passion for advancing justice, rights, and democracy, with a basic understanding of civic space and the NGO sector.
- has excellent writing, editing, and proofreading skills in English (knowledge of another EU language is a plus).
- is adaptable, highly autonomous, and has good organisational skills.
- has basic layout and design skills.
- is able to work in a multicultural team and environment.

Motivated candidates are encouraged to apply even if they feel they do not completely meet the profile description.

What we offer

- A 6-month **Convention d'Immersion Professionnelle** (CIP) contract, with the potential to renew for a further 6 months.*



- €1300 gross per month, plus full reimbursement of Brussels transportation pass, daily meal vouchers (worth €10 gross), and €50 per month home working allowance.
- 12.5 days of paid holiday over the six-month period, plus an additional 2.5 days of activism leave.
- Every second Friday off (with the exception of weeks with bank holidays and summer months.)
- A flexible and trust-based working environment.
- Hybrid working at our office in Brussels and at home. Possibility to work occasionally from abroad with prior approval of line manager.
- Home office equipment allowance.

Terms

- Full-time: 38 hours per week (5 days). General working hours 09:00 – 18:00 from Monday to Thursday; 09:00 – 16:00 on Friday, though flexibility (within reason) is allowed.
- Due to the length of this contract, we are unable to provide visa sponsorship for this position. The right to live and work in Belgium is therefore a requirement.
- We are unable to offer positions to those who are currently enrolled in a university degree.

** Regrettably, we do not currently have, nor do we expect to have, the resources for a full-time position at the end of this contract. Our focus will be on making this a valuable and enjoyable learning experience for the successful candidate and supporting them in their future career development.*

How to apply

Please send an email addressed to Benjamin Goodwin to recruitment@civic-forum.eu including your CV and a one-page motivation letter in one PDF file. The deadline for applications is 23:59 (CEST) on 2 August. **Please do not include a photo of yourself on your CV.**

All candidates, whether or not they are selected for an interview, can expect to hear back from us by Friday 14 August. Please note that we will not be able to provide individual feedback at this stage.

Interviews will take place at our office in Brussels or via Microsoft Teams in the week starting 7 August.

The starting date will be agreed with the successful candidate, ideally in the second week of September.



What makes a good application?

We read and carefully consider every application we receive. However, candidates are often let down by their motivation letters. Here are a few tips to help you write a strong letter.

1. **Show us who you are and why you want to work with us.** Formality is all well and good, but don't let it get in the way of your personality. We want to know who you are, what your story is, and what drives you. Tell us why you want to work at *ECF*, why you want *this* position. What do you want to get out of this experience? What do you think you can bring to the team? You don't need to overstate it but giving us an idea of all of the above helps us to understand who you are as a person.
2. **Demonstrate an understanding of who we are and what you are applying for.** We don't expect you to be experts on *ECF* or this position. But make sure you've got the basics right! It is difficult to assess candidates who have not properly read the job ad or have failed to adapt their generic cover letter.
3. **Explain what you are talking about and why it is relevant.** When you mention your previous work or academic experience, don't assume we will understand what you are talking about. Make sure to explain clearly and briefly what the organisation/institution is, what you did there, and why this is relevant to this application. If it is not relevant, don't waste time — and limited space — on it!
4. **Pay attention to detail.** Don't let unfortunate and unnecessary typos or inaccurate information get in your way. This is an application for a comms position. It is a great opportunity to demonstrate that you care about producing a polished product.
5. **Don't (over)use AI.** If you don't speak with your own voice, we will be able to tell, and it will undermine your chances. If you must use AI for your application, use it wisely: as a sounding board, as a spellchecker, but not to draft or overly refine your motivation letter. An authentic motivation letter in good — if imperfect — English is far better than a bland, grammatically flawless one.

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 people 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 civil 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.

