



COMMUNICATIONS ASSISTANT

INTERNSHIP

The END FGM European Network is looking for a dynamic intern to assist in its communications activities.

About the END FGM Network

The Network is based in Brussels and brings together 16 national organisations working in the field of female genital mutilation (FGM) and violence against women and girls. It offers a platform for organisations and women and girls affected by FGM to engage directly with European decision makers. Their experiences and the expertise of member organisations define and guide the Network's calls for European action to end FGM.

Job Purpose

The intern is required to work in the Secretariat of the END FGM European Network to assist in the communications work of the organisation, in line with the Network's strategic plan, communication strategy and communication plan 2017.

The Communications Assistant will support the Communications Officer (CO) by:

- Supporting the CO in developing and implementing the Network's communications strategy and plan
- Communicate the Network's key messages, adapting the language to suit the audience (wider public, decision-makers, key stakeholders)
- Assist in preparing specific communications actions for events and campaigns
- Support the CO in the coordination of the Ambassadors' programme
- Support the running of the social media accounts of the Network (Facebook, Twitter, Youtube) and the website management
- Monitoring the info email account and being the first line of contact for public enquiries (with support from the CO).

Main Responsibilities

- Contribute to monitoring and reporting on discussions and developments in the European Parliament.

- Support the CO in maintaining, producing and processing website content using Network's Content Management System (CMS). Contribute to improving the website, CMS and mailing lists and social media accounts.
- Supporting the production of content for the Network's social media accounts (Facebook, Twitter, Youtube)
- Support the CO in drafting and preparing information and promotional materials relating to the Network for various target audiences - newsletters, FGM in the news, infographics, leaflets, videos, pictures, etc.
- Creation of a database of contacts
- Support update of contacts in the website CMS
- Assist in the planning and preparations of Network events.

Reporting Line

The Communications Intern will report to the Communications Officer.

Qualifications

- University degree in Humanities, Social sciences, Political Sciences or Communications.

Knowledge, skills and experience

Essential:

- Demonstrable concrete knowledge of EU institutions and understanding of policy and decision-making in the European context
- Professional fluency in oral and written English, fair knowledge of French, other EU languages would be an asset
- Exceptional verbal and written communication skills
- Experience of using and updating the website content management system MODX
- Ability to use social media in a professional setting
- Experience in developing and producing communications deliverables: newsletters, leaflets, etc.

Desirable:

- Experience of working in an EU institution or in a European non-profit organisation
- Experience in gender-based violence and human rights
- Understanding of debates on FGM, violence against women (VAWG) and gender issues
- Experience of working with journalists

Proficiency in the use of computers:

- Windows Office

- Social media (Twitter, Facebook)
- MODX: desirable
- Design and editing softwares/applications: desirable.

Personal characteristics

The intern should demonstrate competence in some or all of the following:

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Behave Ethically:** Understand ethical behaviour and business practices, and ensure that own behaviour is consistent with these standards and aligns with the values of the organisation.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organisation.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organisational effectiveness.
- **Organise:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Working Conditions

- The role is required to work 38 hours a week in the Network's office in Brussels, Belgium
- This is a fixed-term appointment for six months from approximately beginning of January 2017.
- Contribution to meals and transportation costs and an insurance will be provided.

If you are interested, please apply by sending a motivation letter and CV in English, including references to lsanna@endfgm.eu by the **30th of November 2016, 5pm CET.**