



END FGM European Network Traineeship

Communications & Events traineeship (6 months)

The End FGM European Network is looking for a dynamic Communications & Events trainee to assist in its implementation of the 2021 Work Plan.

About the Network

The network is based in Brussels and brings together 30 national organisations working in the field of female genital mutilation (FGM) as a form of 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. The experiences and expertise of member organisations define and guide the network's calls for European and national political action to end FGM.

Job purpose

The trainee is required to work in the Secretariat of the End FGM European Network to assist in the communications work of the organisation as well as in the organisation of the events of End FGM European Network, in line with the Network's strategic plan and Work Plan 2021.

The Communications and Events Assistant will support the Communications Officer (CO) in:

- Developing and implementing the Network's communications strategy and plan;
- Communicating the Network's key messages, adapting the language to suit the audience (wider public, decision-makers, key stakeholders);
- Preparing specific communications actions for events and campaigns;
- The running of the social media accounts of the Network (Facebook, Twitter, Instagram, LinkedIn, Youtube) and the website management
- Support the creation and dissemination of the quarterly Newsletter
- Support the Director and the Secretariat in the organisation of the events of the Network.

Main Responsibilities

- 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 and publication of content for the Network's social media accounts (Facebook, Twitter, Instagram, LinkedIn, 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.
- Support internal communication with Members, Partners and Ambassadors.
- Assist in the planning and preparations of Network events.

Reports to: Communications Officer and Director

Qualifications

- University degree in Communications, Political Sciences, Humanities or Social sciences; or equivalent work/volunteer experience.

Essential:

- Professional fluency in oral and written English,
- Exceptional verbal and written communication skills
- Ability to use social media in a professional setting
- Experience in developing and producing communications deliverables: newsletters, leaflets, etc.
- Strong organisational skills
- Spirit of initiative
- Detail-oriented

Desirable:

- Knowledge of EU institutions and understanding of policy and decision-making in the European context
- Good knowledge of French, other EU languages would be an asset
- Experience in using and updating the website content management system MODX
- Familiarity with graphic design and video editing softwares and tools
- Knowledge of the EU institutions and understanding of EU decision-making
- Understanding of violence against women (VAWG) and gender issues (knowledge on FGM would be an asset)
- Experience in organising events

Proficiency in the use of computers for:

- Microsoft Office
- Excel
- Social media (Twitter, Facebook, Instagram, LinkedIn, Youtube)

- Content Management Systems: 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.

What we offer

- This is an opportunity to work in a dynamic network interacting daily with organisations passionately committed to women's rights and ending FGM.
- 6-month traineeship contract– (Convention d'immersion professionnelle).
- Full time traineeship (38h/week)
- 1000€ per month
- Location: Brussels, Belgium (working from home until law allows to go back to the office)
- When working from home (due to Covid-19 pandemic) a working from home allowance.

How to apply

- Please send your CV and completed application form to mmhamedi@endfgm.eu
- Please mention "Application Communication & Events Assistant" in the subject line
- You can find the application form here: [CLICK](#)
- The selected candidate would start at the earliest convenient date possible for the applicant (end of April or beginning of May 2021)

We will be accepting applications, and conducting interviews, **on a rolling basis**. We will close the call as soon as we have found a candidate or on 10 May 2021 at the latest.

RECRUITMENT POLICY

Anti-discrimination

All appointments should be made in a transparent way and comply with all relevant employment regulations. No job applicant or employee should receive less favourable treatment on the ground of race, colour, nationality, religion, ethnic or national origins, gender, gender identity, marital status, caring responsibilities, sexual orientation, disability or chronic illness.

Work permit

All applicants, have to have the right to reside and work in Belgium.

Volunteering

Any relevant volunteering experience can be considered equal to any other professional experience.