

Job Vacancy: Junior Communication Assistant (Maternity Cover)

Location: Brussels, Belgium (hybrid)

Starting date: 9 October 2025

Duration: Until end of March 2026

VOICE, the network of European NGOs working in humanitarian action, is looking for a **Junior Communication Assistant** to join its Brussels-based Secretariat as maternity cover.

This role offers a unique opportunity to contribute to the communications work of Europe's leading humanitarian NGO network, while developing your skills in digital communication, content creation, and EU advocacy. Working in a small, dynamic team, you will gain first-hand experience in communicating on humanitarian issues with EU institutions, NGOs, media, and the wider public.

Main responsibilities

Reporting to the Senior Communication Officer, you will:

- Support VOICE's internal and external communications across different channels.
- Help grow VOICE's social media presence (LinkedIn, Bluesky, Instagram) through engaging content, scheduling, and analytics.
- Create and update communication tools and visuals (infographics, icons, photos, short videos).
- Update VOICE's websites (external and members-only).
- Draft, edit, and proofread communication messages and publications.
- Contribute to monitoring EU political and institutional developments relevant to humanitarian assistance.

Profile of the candidate

- University degree in communications, political science, international relations, or a related field.
- Strong written and oral communication skills.
- Proficient in managing different social media channels, with an interest in creating engaging content.
- Very good knowledge of Microsoft Office tools.
- Familiarity with design software (Photoshop, InDesign, Canva), editing software (Premiere) and content management systems.
- Creative mindset and eye for visuals.
- Fluent in written and spoken English (French is an asset).
- Motivated team player, eager to learn, and able to work independently.
- Holder of a valid Belgian work permit.

What we offer

- Practical experience in NGO communications and EU-level advocacy.
- The chance to apply and grow your creative, digital, and storytelling skills.
- Insights into humanitarian policy and EU decision-making.
- A collaborative and supportive work environment where your ideas and contributions matter.

Application procedure

Deadline: **19 September 2025**

Interested candidates should send their **CV** and a **motivation letter (max. 1 page)** to **communication@voiceeu.org**, with the subject line: *Junior Communication Assistant – [Name, Surname]*.

Please note that only shortlisted candidates will be invited for an interview.