VOICE is looking for a COMMUNICATION INTERN

The communication intern will support the work of its Brussels-based VOICE Secretariat. Working in an international team, the communication intern will gain insights into the functioning of a large European humanitarian NGO network with 86 members from 19 European countries, gain experience in communicating to a variety of target audiences and will contribute to VOICE’s influencing of humanitarian policy at EU and Member States level.

Start date: ideally 20 January 2022

Job Description:

- Support the (Senior) Communication Officer in the implementation of the communication strategy and social media strategy
- Support in writing the monthly newsletter, the Flash for VOICE members and gathering members input for the bi-annual magazine VOICE Out Loud on current humanitarian topics
- Support in tracking and monitoring communication channels
- Support in developing VOICE tools and visuals and improve the database of visuals (infographics, icons, photos)
- Draft and edit communication copy (e. g. press releases, publications, social media posts)
- Support in maintaining VOICE website and databases
- Research on and follow-up of current policy topics related to humanitarian assistance, to support VOICE overall communication, advocacy, and policy work
- Monitor political and institutional developments relevant to humanitarian assistance and produce a daily news review for the secretariat team
- Support the Secretariat’s Team in gathering field-based evidence from members’ operations and highlight members’ activities including surveys
- Report about meetings and debates on relevant topics
- Provide support to the VOICE Secretariat in administration and any other relevant tasks
Requirements:

• Strong communication skills
• Proficient user of social media (Twitter and LinkedIn)
• Proficient user of Microsoft Office package
• Familiarity with Design software (e.g. Photoshop, InDesign) and content management system
• Fluent written and spoken English
• Excellent IT skills
• Motivated team player and enthusiastic personality

Highly desirable:

• French is an asset

VOICE is committed to safeguarding people from exploitation and abuse in its work. We are developing specific policies on this commitment to outline the expected behaviour and the responsibility of all staff.

Any candidate offered a job within VOICE will be expected to commit to adhering to these policies.

What we offer:

VOICE offers a full-time internship of 1 year, regulated under the conditions of the Belgium internship contract called “Convention d’immersion professionnelle”, with a compensation of 829 €/month.

How to apply:

Please email your application in English to communication@voiceeu.org by 10th January 2022 at the latest, with Communication Intern Position in the subject line, as well as your name and surname, and include:

• A cover letter of max. one page outlining your motivation for the position.
• A CV of max. two pages incl. references.

We will review applications on a rolling basis. Only short-listed candidates will be contacted.

Thanks a lot for your understanding and your interest.