

**VOICE is looking for a**

## **JUNIOR COMMUNICATION ASSISTANT**

### **Job Description:**

The Junior **Communication Assistant** will support the work of the Brussels-based VOICE Secretariat. Working in an international team, the Junior **Communication Assistant** will gain insights into the functioning of a large European humanitarian NGO network with 87 members from 19 European countries, communicate with a variety of target audiences, and contribute to VOICE's influencing of humanitarian policy at EU and Member States level.

Start date: 8 November 2022

Duration: 3 months (including the possibility of extension)

### **Tasks:**

- Support the Senior Communication Officer in the implementation of the Communication Strategy and Social Media Strategy
- Support in writing the monthly internal newsletter, the public newsletter and gathering members' inputs for the bi-annual magazine on current humanitarian topics
- Support in tracking and monitoring communication channels
- Support in maintaining the VOICE website and database up to date
- Support in developing VOICE communication tools and improving the database of visuals (infographics, icons, photos)
- Draft and edit communication documents (e. g. press releases, publications, social media posts)
- Research and follow up on current policy topics related to humanitarian aid
- Monitor political and institutional developments relevant to humanitarian assistance
- Support the Secretariat's Team in gathering field-based evidence from members' operations
- Support the organisation of diverse meetings including minutes-taking
- Provide support to the VOICE Secretariat in administration and any other relevant tasks

### **Requirements:**

- Fluent in written and spoken English
- Strong communication skills
- Proficient user of Social Media (Twitter, LinkedIn)
- Proficient user of Microsoft Office package

- Familiarity with Graphic Design software (e. g. CANVA, Photoshop, Indesign) and content management systems
- Excellent IT skills
- Motivated team player

**Highly desirable:**

- Fluent in 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:**

- Full-time contract for three months in line with Brussels NGO standards, with the possibility of extension.
- An international team.
- A balanced home office versus office working environment.

**How to apply:**

Please email **your application** in English to [voice@voiceeu.org](mailto:voice@voiceeu.org) by **25 October 2022 at the latest**, with *Junior Assistant Communication* in the subject line, as well as your *name* and *surname*, and include:

- A cover letter of **maximum** one page outlining your motivation for the position.
- A CV of **maximum** two pages including two to three 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.