



**VOICE is looking for a  
Junior Communication Assistant (part-time)  
January 2024**

Starting date: As soon as possible

VOICE is seeking a motivated Junior Communication Assistant to support the work of its Brussels Secretariat. Working in a small dynamic team, the successful candidate will gain expertise in working for the leading European humanitarian NGO network, in communicating with a variety of target audiences, and will contribute to VOICE's -advocacy on humanitarian policy at the EU level. The position is **Brussels-based**, with a **part-time (50 %)** contract until the end of 2025. More information on the contract will be shared with short-listed candidates.

**Responsibilities and tasks:**

- Support and report to the Senior Communication Officer in all internal and external communication tasks
- Work on VOICE's tools and visuals (infographics, icons, photos)
- Updating VOICE external and internal website
- Drafting and editing communication messages
- Monitoring political and institutional developments relevant to humanitarian assistance

**Required profile:**

- University degree
- Strong communication skills
- Proficient user of different social media channels
- High knowledge of Microsoft Office
- Familiarity with Design software (e.g. Photoshop, Indesign) and content management system
- Fluent in written and spoken English
- Motivated team player and eagerness to learn
- Belgian work permit

**Application:**

Deadline for application: **31 January 2025**. Interested candidates should send their CV and motivation letter (1 page maximum), explaining their interest for the position as described above to **communication@voiceeu.org** with «Junior Communication Assistant» as well as your name and surname in the subject line of the accompanying email. Please note that only short-listed candidates will be invited for an interview.