

**Terms of Reference for: Alliance2015 Intern  
Communications Assistant**  
**Start date 01/03/2022– one-year 50% time position under CIP contract**

Founded in 2000 to foster and nurture collaborations for greater scale and impact towards the Millennium Development Goals, Alliance2015 is a strategic and operational network of European-based international NGOs, working towards the broader vision of Agenda 2030 and a world free from poverty, hunger, injustice and inequality. We are engaged in partnerships of different types and at different levels, and Alliance2015 members are our first partnership of choice.

<b>Job title:</b>	<b>Alliance2015 Intern</b>
<b>Reports to:</b>	Knowledge Management and Communication Lead (KMC lead)
<b>Job location:</b>	Brussels
<b>Contract type:</b>	1-year non-renewable paid internship, part-time 50%, starting 01/03/2022; CIP contract; initially homeworking; return to office to be seen in line with Covid-19 related regulations.
<b>Background:</b>	The position provides ad-hoc support to the Alliance2015 Hub in Brussels, with focus on internal and external communication, and campaigning-related tasks. It will provide a young professional an all-round taste of issues and ways of working of an experienced INGO alliance.
<b>Job purpose:</b>	<p>The overall purpose is to support with content development and drafting of communication outputs, strengthening the Alliance2015 capacity to create timely and effective communications outputs.</p> <p>The role of the Hub in Brussels is to lead and support the strategy definition and implementation of the Alliance2015, by supporting functional and strategic collaboration between the members, representing, and advocating as Alliance2015 in Brussels.</p>
<b>Main duties &amp; Responsibilities</b>	<p>Under the guidance of the KMC lead, proactively contribute to:</p> <ul style="list-style-type: none"> <li>○ Keeping the Alliance2015 website up-to-date and populated with relevant links, resources, and materials.</li> <li>○ Maintaining and further developing Alliance2015's social media and web presence, especially via Facebook, LinkedIn, Twitter and Instagram.</li> <li>○ Developing content, editing and proofreading Alliance2015 publications, including newsletters, brochures, leaflets, press releases, and other communication materials.</li> <li>○ Liaising with providers and subcontractors, when required.</li> <li>○ Improving existing databases of EU stakeholders and journalists/media.</li> <li>○ Ensuring internal communications tools are up to date and useable (SharePoint/events calendar/contact database/other).</li> </ul>

<b>Person specifications:</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• A graduate / graduating student preferably in Social &amp; Digital Media, Communications, Digital/Graphic Design, Marketing, Journalism, or Public Relations.</li> <li>• Very well organised and result oriented.</li> <li>• Fluent in oral and written English.</li> <li>• True interest in communication field of work; commitment to remain for one year.</li> <li>• Some flexibility on working hours.</li> <li>• Very good IT skills.</li> <li>• Good interpersonal skills.</li> <li>• Good listening attitude with team-working skills.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Prior experience (paid or voluntary) working in online communications and administering social media platforms, in membership organisations in Brussels.</li> <li>• Familiarity with design software (e.g., Photoshop, InDesign).</li> <li>• Previous experience with WordPress and social media skills.</li> <li>• Knowledge of and experience with knowledge management tools (e.g., databases).</li> <li>• Knowledge of any of the Alliance2015 member languages.</li> </ul>
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### How to apply

Please, provide a CV and cover letter, in the following format: “Last Name-Your First Name-Document Name” to the following address: [info@alliance2015.org](mailto:info@alliance2015.org), putting in the subject: Alliance2015 Communications Assistant.

Applications will be reviewed on a rolling basis. Closing date for applications is **1<sup>st</sup> February 2022**.