

Terms of Reference for: Alliance2015 Intern Communications Assistant

Starting date: April 2023 – 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.

Job title:	Alliance2015 Communications Assistant
Reports to:	Knowledge Management and Communication Lead (KMC lead)
Job location:	Brussels
Contract type:	1-year non-renewable paid internship (CIP contract), starting April 2023. <ul style="list-style-type: none"> • 50% time role, hybrid working possible. • Remuneration: 650 EUR/month. • Transport and working from home allowance. • 12.5 days paid holiday per calendar year.
Background:	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.
Job purpose:	The overall purpose is to support with content development and drafting of communication products, strengthening the Alliance2015 capacity to create timely and effective communications outputs. 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.
Main duties & Responsibilities	Under the guidance of the KMC Lead, proactively contribute to: <ul style="list-style-type: none"> ○ Keeping the Alliance2015 website up-to-date and populated with relevant links, resources, and materials. ○ Maintaining and further developing Alliance2015's social media and web presence, especially via Facebook, LinkedIn, Twitter and Instagram. ○ Developing content, editing and proofreading Alliance2015 publications, including newsletters, brochures, leaflets, press releases, and other communication materials. ○ Supporting the production of communication and visibility products and templates for presentations and public use by staff. ○ Liaising with providers and subcontractors, when required. ○ Updating existing databases of EU stakeholders and journalists/media. ○ Ensuring internal communications tools are up to date and useable (SharePoint/events calendar/contact database/other). ○ Administrative support to Advocacy and Communication Group, relevant task forces and ad hoc meetings (minute taking, agenda support, logistics). ○ Logistic support for external events and Annual General Meetings (i.e. managing registrations, support to visitors from countries of operations).

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

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: recruitment@alliance2015.org, putting in the subject: "Alliance2015 Communications Assistant".

Applications will be reviewed on a rolling basis. Closing date for applications **24th March 2023 (23:59 CET)**.