

Caritas Europa (CE) is the network of 49 organisations from 46 European countries. It is one of the seven regions of Caritas Internationalis, a confederation of 165 Catholic relief, development and social service organisations. Our vision is of a civilisation of love and justice where every human person can flourish and live in peace and dignity as part of one human family. Caritas Europa has a heartfelt commitment to analyse and fight poverty and social exclusion and to promote true integral human development, social justice and sustainable social systems in Europe and throughout the world. Caritas Europa advocates for, and with, people in need in order to transform society into a more just and inclusive civilisation. Caritas Europa recognises the need for mutual learning and innovation in all we do.

In order to support Caritas Europa's communication work, the Secretariat based in Brussels is offering a

Communication INTERNSHIP

Agreement with University/Higher Education Institute
Full time – 6 months

Mission

The intern will support the Communication Unit in setting up and implementing the Secretariat's online editorial schedule, in line with the work plan 2017. S/he will:

- contribute to the maintenance of the website;
- assist the communication team in its crosscutting support to the other units (event preparation, event organisation and follow up and reporting – media monitoring);
- participate in relevant team working structures, such as team and unit meetings.

It is important that the intern is able to benefit from learning opportunities; therefore, s/he will propose a learning plan to be developed in parallel with and linked to his/her tasks.

The intern will be part of the Communication Unit and will report directly to the Communication Officers.

Key tasks

The intern will assist the Communication Unit in:

1. setting up an online communication schedule covering all social media channels and website;
2. keeping Facebook, Twitter, Google+, Flickr up to date;
3. producing visual elements to support and enhance Caritas Europa's social media profile;
4. keeping analytics of Caritas Europa's online presence;
5. keeping track of media presence;
6. the preparation of events;
7. researching new online communication tools and techniques;
8. identifying media contacts.

The intern will also support other units when requested by his/her line manager.

Profile:

- Haute Ecole/University student/graduate in communications or related field;
- Fluency, oral and written, in English. Fluency in French, German or other European languages is an asset. Working language is English;
- Developed organisational skills with a sense of initiative;
- Excellent interpersonal and communication skills;
- IT and computer skills in usual Windows applications;
- Social media management skills;
- Web editing skills – knowledge of Drupal CMS is an added value;
- Experience in producing materials for the online environment – notably social media – with photo and video editing tools;
- Experience with graphic design tools is an advantage;
- Experience working within or with the Caritas network or other civil society organisations is an asset.

Financial conditions

Written agreement between the intern's university/higher education institute is a prerequisite, since the internship would be fulfilling part of a university study requirement. Insurance and main costs are to be covered by the university or the student. Caritas Europa will provide monthly travel support within Brussels.

Duration

The preferred duration of the internship is 6 months, but exceptions may be made. The minimum duration, however, is no less than 3 months. Please specify the dates of availability for the internship and the extent of flexibility in the timing. We are looking for a candidate from February 2017 and on.

How to apply

Please submit a motivation letter (max 1 page) and your CV to communication@caritas.eu, mentioning in the subject "Communication Internship".

We thank in advance all candidates for their interest in this offer.