

# Job Description

# Media and Communications Intern



**JOB TITLE**

Media and Communications Assistant

**REPORTS TO**

Senior Communication Coordinator

**JOB PURPOSE**

The purpose of this position is primarily to provide essential support to the Media and Communications Team which consists of a Senior Communication Coordinator, a Web Developer/Graphic Designer and A Communication Assistant.

**PLACE IN THE ORGANISATION**

- **Service:** Media and Communications Team
- **Reports to:** Senior Communication Coordinator

**RELATIONSHIPS – INTERNAL**

- Senior Communication Coordinator
- Web Developer/Graphic Designer
- Policy Staff
- Press Officers at ECRE Member Organisations

**RELATIONSHIPS – EXTERNAL**

- Journalists and other representatives from the media
- Project partners, donors, relevant organisations and actors at Brussels level

## **KEY RESPONSIBILITIES**

- Topic selection, edit, research and write articles and conduct interviews for the ECRE Weekly Bulletin and ECRE Website
- Monitor and evaluate press coverage (i.e. produce a daily press review for distribution among the ECRE membership and external subscribers)
- Work with the Media & Communication team in developing ECRE's social media presence – take primary responsibility for the ECRE Twitter account
- Support the Media & Communications team in maintaining and developing the ECRE website
- Substantially contribute to the drafting of materials for the press, including press releases, background information for journalists, answers to media enquiries and other communications materials
- Undertake research on EU and national policies on asylum within tight deadlines
- Monitor relevant EU legislation and events in the asylum area
- Assist in the organisation of press conferences and Membership-related events or meetings
- Assist with co-ordinating and developing the ECRE Media Officers Network
- Assist with the development and maintenance of organisational structures such as CRM and filing system

## **PERSON SPECIFICATION**

### **Education and experience**

- University degree in a relevant area
- Knowledge of EU asylum issues
- Familiarity with social media tools
- Basic knowledge of HTML and experience with web-design is an advantage
- Familiarity with the EU legislative process
- Ability to present data and complex legal issues in a comprehensible and media-friendly language
- Candidates with refugee or migrant background encouraged to apply

### **Languages**

- Fluent written and spoken English is essential
- Good knowledge of written and spoken Arabic, French or German an advantage
- Working knowledge of other European languages is an advantage

### **Abilities**

- Good communication and interpersonal skills
- Ability to meet short deadlines and work under pressure
- Ability to multi-task and prioritize between competing tasks
- Ability to work on own initiative and assume responsibility for tasks allocated
- Readiness and ability to travel within Europe.
- Interest in and commitment to the aims of the organisation
- Enthusiastic individual with good sense of humor

### **Terms and Conditions**

Paid internship for 6 months starting on 4<sup>th</sup> of September (brutto €900) (Belgian contract – “Contrat belge d’immersion professionnelle”) with the possibility of renewal for an additional 6 months. The applicant needs to have permission to work in Belgium.

### **EQUAL OPPORTUNITY STATEMENT**

ECRE aims to ensure that no prospective or actual employee is discriminated against on the basis of race, sex, nationality, marital status, sexual orientation, employment status, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement, which is not demonstrably justifiable.