



## Communications traineeship position at TEPSA

### Job description

TEPSA is looking for a talented, skilled and motivated young professional for a remunerated traineeship opportunity for a period of six months in its Brussels office. The successful candidate will join our small and dynamic office, where everyone plays an important role and has an impact. The trainee will be in contact with TEPSA member institutes, and will be responsible for creating and promoting online and offline communication and dissemination content. The traineeship provides an opportunity to broaden your knowledge about European affairs, EU-funded project management and communications.

TEPSA offers a **paid traineeship** (gross remuneration of €900, corresponding to a net remuneration of €860 to €885€) that would best suit a candidate with a master's degree in Communications or European Studies, and who has already acquired experience in EU projects implementation or in maintaining communication activities in the field of European affairs. The traineeship offered will be focused on assisting in communications activities (newsletters, website, social media, video editing) and in EU project implementation.

### Tasks

- Assist the Project Management colleagues in the communication of EU-funded projects by designing and preparing newsletters, news, social media campaigns and other communications materials;
- Update the website and manage social media of TEPSA and its different EU-funded projects;
- Prepare and deliver visually engaging infographics and high quality videos;
- Support the organisation of conferences, seminars, trainings and other activities;
- Contribute to the overall coordination and implementation of TEPSA outreach activities.

### Requirements

- Master's degree in Communications, European Studies, Public Administration or related area
- Excellent communication, organisational and interpersonal skills (proven experience)
- Fluent in English, especially in written form (native speaker an advantage)
- Good knowledge of French, other languages an asset
- Strong IT and social media community management skills
- Proven experience with Content Management Systems (WordPress)
- Excellent ability to run social media campaigns (Twitter, Facebook, Instagram)
- Good office software skills (MS Office) and extensive experience in making and editing videos
- Capable of handling multiple tasks, prioritise workload, rapid responsiveness
- Interest in working in a multicultural team
- Eligible to work in Belgium

### Application procedure

Applicants are requested to send their CV and cover letter including the names of two references via e-mail to [recruitment@tepsa.eu](mailto:recruitment@tepsa.eu), with 'Traineeship [Name of the applicant]' in the subject line, addressed to Mariam Khotenashvili. Applications will be reviewed on a **rolling basis**. The starting date of the internship is mid-April 2019. Please note that we will only be able to contact shortlisted candidates. Interviews will be conducted on TEPSA's Brussels premises or via Skype. No travel reimbursement is available for the interviews.