



FACE is the European Federation of Associations for Hunting and Conservation.

Established in 1977, it represents the interests of Europe's 7 million hunters as an international non-profit-making nongovernmental organisation (INGO). This makes FACE the largest democratically representative body for hunters in the world and is probably one of the largest European civil society organisations.

FACE is made up of its Members: national hunters' associations from 36 European countries including the EU-28. FACE also has 4 Associate Members and has its Secretariat in Brussels.

COMMUNICATIONS TRAINEE

FACE is looking for a Communications trainee to join its team in Brussels. This role offers the opportunity to learn about all aspects of communications for an environmental NGO operating at EU-level.

We're looking for someone who is a self-starter, reliable and willing to learn. The ideal candidate should have first experience in international communications. He or she should be passionate about the work we do at FACE and willing to work hard to increase our reach and awareness. He or she should be well versed in social media and website management.

Location: Brussels, Rue Frédéric Pelletier

Reports to: Communications Manager

Terms: Full-time traineeship, 4 months fixed-term

Starting date: As soon as possible

How to apply: Please send your CV and covering letter to yasmin.hammerschmidt@face.eu addressing the job profile below as best as possible.

Please note that the position is open until filled

FACE JOB PROFILE: Communications trainee

Responsibility: Support the Communications Manager in developing and delivering FACE's aims and objectives, especially in content sourcing and production of newsletters and further publications, project management, managing FACE's digital communication and handling member and external requests.

Key Relationships: All internal staff, FACE Members in 36 countries, EU Parliament and Commission contacts, wide range of partner organisations both national and international, press and media contacts.

Key duties

Communication/Inform section

- Support Communications Manager in planning, creation, production and distribution of newsletter and further communications material
- Assist in management of websites and social media



- Project management of specific information gathering campaigns
- Assist in communications with Members, the press, the public
- Learn and apply communications and project management

General

- Willing to work flexibly: occasional flexible hours and/or travel within Europe

Background and experience

- First experience in international communications
- Relevant degree/qualification in Communications and/or EU-affairs
- Understanding of EU affairs and/or environmental issues desirable
- Demonstrated ability to work in an international context with organisations from differing backgrounds and varying cultures with tact and diplomacy

Key Skills and personal attributes

- Excellent interpersonal skills with ability to adapt to a multicultural working environment;
- Result-orientated team player with pronounced ability to work on own initiative and with a high degree of autonomy;
- Strong organisational skills and advanced project management skills; ability to manage competing priorities and deadlines
- Native-level English and fluency in French and/or German
- Strong working knowledge of Adobe Creative Suite (InDesign & PhotoShop in particular)
- Strong working knowledge of Drupal and/or other CMS as well as of social media communications