



COMMUNICATION INTERN (FULL-TIME)

FACE is looking for a motivated Communication Intern to join its team in Brussels. This role offers the opportunity to learn about all aspects of communications for one of Europe's largest environmental NGOs operating at EU-level. The Communication Intern will report to the **Communication Officer** and the **Membership Coordinator**.

MAIN TASKS & RESPONSIBILITIES

- Drafting, proofreading and editing FACE publications, including press releases, news articles, newsletters and social media posts
- Content production, daily handling of FACE's social media activities
- Media monitoring
- Maintenance of FACE Websites, including content creation
- Handling and drafting of answers to press inquiries/media relations
- Creatively engaging FACE Members and stakeholders to improve the visibility of FACE and to increase outreach and awareness
- Assistance with organisational tasks, including preparation and conduct of meetings, conferences and events
- Support the Membership Coordinator with the internal communication activities (dissemination of information to FACE Members, FACE Members' Extranet, translation)
- Data compilation/research

BACKGROUND AND EXPERIENCE

- Experience/background in communications
- Relevant degree/qualification in Communications, Linguistics or EU-Affairs
- Understanding of environmental and hunting-related issues highly desirable
- Willingness to work in an international environment

KEY SKILLS AND PERSONAL ATTRIBUTES

- English native speaker and fluency in either French or German
- Strong writing skills
- Proficiency in the MS Office Suite (Word, Excel, Power Point, Outlook), website management and social media management
- Basic knowledge of graphic design
- Creativity and flexibility
- Attention to detail and strong organisational skills, ability to manage competing priorities and deadlines
- Excellent interpersonal skills with ability to adapt to a multicultural working environment

OFFER

Terms: Paid internship (6 months). Full-time (38h/week). Potential for extension or conversion.

Location: Rue Belliard 205, Brussels, Belgium

Starting date: September 2017

How to apply: Please send your CV and cover letter to communication@face.eu

Additional information: The position is open until filled. Only shortlisted candidates will be contacted.