



Association Européenne pour l'Information  
sur le Développement Local a.s.b.l

## **Communication Internship**

AEIDL, the European Association for Information on Local Development, is seeking an enthusiastic and highly motivated Communication intern to undertake tasks on a range of projects.

He or she will be a recent graduate (within three years of graduating) seeking to develop his or her professional career in the field of communication in a European context.

The role is offered as [“convention d’immersion professionnelle” \(CIP, Professional Integration Agreement\)](#) contract for 6 months. The role will involve teleworking with the capacity to utilise AEIDL’s office in Brussels.

We offer a stimulating and exciting working environment where you develop key skills and knowledge in communication, contributing to and undertaking tasks on key communication activities and communication strategy.

### **Role and responsibilities:**

The Communication Officer will report to the Head of Communications, and will take on the delivery of a range of communication tasks including:

- Social media strategies and posting on Twitter, Facebook and LinkedIn
- Writing, coordinating and editing newsletters and contributing to other publications
- Contributing to communication strategies and planning
- Contributing to the design of visual identity



- Contributing to WordPress web sites
- Outreach activities and dissemination
- Assisting in events and workshop organisation

#### Qualifications and experience:

Essential	Desirable
Excellent writing skills	Experience in web design or web site maintenance
Excellent English	Working knowledge of French
Good working knowledge of social media and social media tools (Canva, Mailchimp, etc.)	Postgraduate degree in communication or related area.
Some experience of Adobe Creative Cloud applications	Experience of using Photoshop and other elements of Adobe Creative Cloud
Degree in communication or related area (social sciences or humanities)	

#### Application process

Send your CV in English in the [Europass format](#) with a short cover letter to [cv@aeidl.eu](mailto:cv@aeidl.eu) with the subject line **Communication Intern** by **29<sup>th</sup> March 2021**. Please note that only shortlisted candidates will be contacted after the closing date.

#### How you will benefit

AEIDL's CIP programme offers the opportunity to develop knowledge, skills and experience in the communication. You will develop a sense of responsibility within



teams, working against deadlines and key milestones. The role offers the opportunity to put into practice the knowledge acquired in your studies to aid your professional development.

Enhancing your existing skills, you will learn about communication planning and management, quality control, reporting, working in teams, budgeting, and working to deadlines.

The Internship offers a mentoring scheme, which allows you to put your ideas and skills into practice in an exciting, real-world environment, with supervision by senior colleagues.

#### **Who we are:**

AEIDL was founded in 1988 by like-minded individuals who believed that European integration can make a positive contribution to citizenship and to the sustainable development of communities.

AEIDL's thematic expertise ranges from environment, sustainable territorial development; employment, migration and citizenship, to enterprise and integration, social policy, social innovation and public service modernisation.

The Association offers a range of professional services, including information management, web and digital communication; events, capacity building, and network animation; publications, social media and video services, as well as technical



assistance, evaluation and consultancy services for a broad range of European contracts.

We are based in the heart of Brussels, hosting a diverse, international team of skilled, motivated and dynamic experts, delivering high-quality services to our clients.

*The personal data contained in applications sent in response to job offers are collected and recorded by AEIDL's HR/KM departments in accordance with the General Data Protection Regulations concerning the protection of personal data. These data will be processed by authorised persons only to be able to assess your application for potential recruitment and will be kept for the time necessary to achieve this purpose. You may request access to your personal data and, if necessary, have them corrected. You also have the right to have them deleted, transferred, request a limitation of their processing or to object to it.*

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