

## Vacancy: Communications and Advocacy Intern

**Job Title:** Communications and Advocacy Intern

**Location:** Brussels - Belgium

**Duration:** From January 13<sup>th</sup> 2020 to June 12<sup>th</sup> 2020.

**Conditions:** The internship is unpaid but the network is committed to reimbursing some of the daily basic costs (such as transport).

### **OBJECTIVE:**

The Communications and advocacy internship at the secretariat of the EU-LAT Network in Brussels provides opportunities for graduate and postgraduate students or young professionals to gain an insight into the institutional and political life of a civil society organization working on EU policies with Latin America. In particular the intern will gain knowledge in advocacy and communication work in the field of human rights and sustainable development. The selected candidate will be part of a small team at the secretariat in Brussels and be expected to engage in a flexible manner in a number of different activities and tasks, in accordance to the job description here below.

### **ABOUT EU-LAT Network:**

EU-LAT Network is as a pluralist network of 40 European civil society organizations that promote participatory European policies that contribute to the comprehensive respect of human rights, gender equality, democratization and a fair, inclusive, and sustainable model of society in Latin America.

### **JOB DESCRIPTION:**

#### **COMMUNICATION:**

- Provide support to the implementation of a social media campaign (facebook/ twitter/ website) ahead of the EU –CELAC Relations and the related civil society activities.
- Contribute to developing communication material for the network, both for its advocacy work as well as fundraising.
- Assist in drafting and editing briefs, articles, press-releases, and general web entries (EN and SP).

#### **ADVOCACY:**

- Preparing and participating in advocacy and civil society consultation meetings with EU institutions (European Parliament, EEAS, DEVCO, member state representations) on EU policies and their impacts on human rights and sustainable development in Central America/Mexico.
- Preparing, participating in and ensuring follow up to coordination and strategy meetings with network members and other European and Latin American civil society organization.
- Assist in drafting and editing different EU policy documents (letters, briefs and communications) on issues related to the promotion of human rights and sustainable development, inter alia ahead of the EU CELAC heads of state summit.
- Represent the network in public events and fora in Brussels.

#### **OTHER:**

- Assisting with administrative tasks such as taking notes, editing, update of database, logistical support to advocacy and instructional meetings (General Assembly, board members meetings, etc).
- Update and management of EU-LAT Network website and social media channels.

#### SKILLS:

##### Required:

- Fluent in spoken and written English and Spanish.
- Higher level studies in relevant field, such as communications, political science or human rights.
- Excellent writing, editing and story-telling skills.
- Basic knowledge of the EU institutions.
- Experience in managing social media and website content management systems (Wordpress)
- Ability to work in a multicultural and flexible environment.
- Knowledge of the current socio-political and human rights context in Latin America and in particular Central America.

##### Preferred:

- Experience in advocacy at the level of the European Union and/or communication work for civil society.
- Work experience with civil society movements in Europe and/or Latin America.
- Knowledge of graphic design software (Photoshop, InDesign).
- Working knowledge of French.

#### To Apply

To apply for the position please send your resume (CV), cover letter (1 page), **before Sunday 8<sup>th</sup> of December** to the following email: [secretariado@eulatnetwork.org](mailto:secretariado@eulatnetwork.org) including the subject line: "Application for Communications and Advocacy Intern".

Shortlisted candidates will be contacted by Tuesday 10th of December. **Interviews (skype or in our office) will take place during the days 11th and 12th of December.** The position is open to persons legally entitled to work in Belgium.