



EUROPEAN CYCLISTS' FEDERATION

Announcement for a Members & Networks Intern

ECF is looking for a motivated Members & Networks Intern to join its team in Brussels.

About the European Cyclists' Federation (ECF)

- We are the single European umbrella federation of member-based **civil society organisations** advocating and working for **more and better cycling**.
- We promote cycling as a **sustainable** and **healthy** means of transport and leisure.
- With more than 60 member organisations from over 40 countries, we harness the power of **European cycling movements** as the only voice at the pan-European level.
- We are based in Brussels and our roots are in Europe, but the challenges we face are global, and we are ready to meet them as the **world's largest and best-known** cyclists' advocacy organisation.

Internship description

The Members & Networks Intern plays an integral and important role in our federation through supporting collaborative and effective working relationships in our large and diverse international network. This includes a range of activities related to ECF's members, Cities & Regions for Cyclists, and Cycle-Friendly Employer Consortium, as well as external networks and partnerships ECF leads and participates in. They will also provide direct support to various business development and fundraising activities, including research, tracking and preparation of meetings.

The Members & Networks Intern will directly collaborate with the Director of Members & Networks, as well as the Communications and Media Relations Manager, and tasks will be focused on:

- Supporting communications;
 - content generation for website and social media platforms,
 - writing/editing articles featuring stories from our members and networks,
 - update of webpages and preparation of dedicated newsletters
- Supporting the good planning and execution of activities;
 - Webinars, workshops and in-person events dedicated to our members and networks; coordination of logistics, registrations and problem-solving of practical issues that arise
 - Support with updating of the CFE Certification online Tool
- Contributing to efficient and effective administration and recordkeeping
 - general; maintain databases and mailing lists up to date, organisation of meetings; agenda and logistics, taking minutes, preparing presentations, formatting of documents
 - financial administration support; reporting as necessary
- Conducting desktop research as required for content generation, lead generation, preparation of briefings and supporting documentation

What do we offer?

You will have a place in Europe's and the world's largest international pro-cycling federation to promote cycling as the healthiest, most climate-friendly and efficient means of transport and leisure. Your internship will be in an office located in the heart of Brussels and full of friendly, passionate and international colleagues. There are a lot of opportunities to use your skills and learn new ones, and to demonstrate creativity and initiative, to interact with cycling advocates and organisations from all over the world, and to work on community building, project management and cycling-related issues while building your cycling network.

We offer a **full time 26-week internship** paid €997.09 monthly. This is a professional internship agreement, according to Belgian law, called *Convention d'immersion professionnelle* (FR) or *Beroepsinlevingsovereenkomst* (NL). It includes a clear description of the tasks and the expected competences acquired by the end of the internship.

Candidates must be eligible to work in the EU (European Union) and able to live and work in Belgium during their internship. The candidate should be able to start in June 2024.

Who are we looking for?

Requirement	Essential	Desirable
Experience/ Knowledge	<ul style="list-style-type: none"> ■ Editing, updating, and generating content for websites and newsletters ■ Familiarity with writing for communication purposes, news items, newsletters, social media ■ Familiarity with network/ community engagement ■ Desktop research and report writing 	<ul style="list-style-type: none"> ■ Experience with Content Management Systems (editing and updating websites) & Database management ■ Web and social media management (Twitter, Facebook, LinkedIn, Instagram...) ■ Strong writing skills for advocacy, political activity, cycling media, voluntary groups etc. ■ Design (Canva, Photoshop, etc.)
Skills	<ul style="list-style-type: none"> ■ <u>Fluency (oral and written) in English</u> ■ Solid knowledge of MS Office (Word, Excel, PowerPoint, Outlook) ■ Ability to self-organise and multi-task ■ Ability to pay attention to detail, and take initiative in problem-solving 	<ul style="list-style-type: none"> ■ Able to set own priorities and deliver within agreed timescales ■ Good time management ■ Proactive and flexible
Personal/ Other	<ul style="list-style-type: none"> ■ Interest and ability to work in a diverse cross-cultural environment ■ Share commitment to ECF's values 	<ul style="list-style-type: none"> ■ Bicycle user for transport or leisure



EUROPEAN CYCLISTS' FEDERATION

How to apply?

Please send a CV and a cover letter in English (maximum one page) in one PDF file to hr@ecf.com with the subject line *"First Name Last Name – Members & Networks Intern"* by **Friday 3 May 2024 (23:59 CEST)**.

Interviews will be conducted during the week starting Monday 13 May 2024.

The chosen candidate will ideally start on Wednesday 5 June 2024.

Due to the high number of applicants expected, only shortlisted candidates will be contacted.

Equal Opportunity

ECF is an equal opportunity employer and encourages applications from all qualified candidates irrespective of race and ethnicity, opinions or beliefs, sex, gender, sexual orientation, health, or disabilities.