

Announcement for a EuroVelo intern

ECF is looking for a motivated intern to join the EuroVelo 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**.

About EuroVelo

One of ECF's flagship initiatives is EuroVelo, the European cycling route network. This network of 17 long-distance cycle routes that cross and connect all of Europe is the largest network of its kind in the world. EuroVelo provides safe, direct, coherent and connected cycling infrastructure and cycle route networks that benefit both cycle tourists as well as regular, everyday cyclists.

Internship description

The candidate will be part of the EuroVelo team where tasks will include communications, website management, social media, press relations, attending events and supporting projects.

Specific responsibilities:

- Edit, update and provide content for websites and newsletters
- Handle and provide content on social media
- Do desktop research on various issues
- Support the EuroVelo donations system
- Write articles for the EuroVelo websites
- Prepare meetings and take minutes
- Attend and help organise events
- Answer requests from the public
- Support projects

What do we offer?

You will have a place in Europe's and the world's largest 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 full of friendly, passionate and international colleagues. There are a lot of opportunities to learn and to demonstrate creativity, initiative, research and management skills; to work on community building, advocacy and cycling-related issues and to build your cycling network.

We offer a **full-time 26-week internship** paid approximately €800 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** and able to live and work in Belgium during their internship. Preferably, the EuroVelo internship should start during October 2021.

Who are we looking for?

Requirement	Essential	Desirable
■ Experience/knowledge	<ul style="list-style-type: none"> ■ Editing, updating and providing content for websites and newsletters ■ Handling and providing content on social media (particularly Facebook and Twitter) ■ Answering requests from the public 	<ul style="list-style-type: none"> ■ Communications experience (eg advocacy, PR, journalism) ■ Writing material for advocacy, political activity, cycling media, voluntary groups etc. ■ Database management ■ Marketing ■ Graphic design (eg Photoshop) ■ Web development ■ EU institutions & processes
■ Skills	<ul style="list-style-type: none"> ■ Excellent written and spoken English ■ Experience with Content Management Systems (editing and updating websites) ■ Strong writing skills ■ Good time management skills 	<ul style="list-style-type: none"> ■ German language will be considered a strong advantage ■ Other additional languages are an asset (eg French or Dutch) ■ Social media management ■ Computer-literate (MS Office, database, online tools) ■ GIS software (Garmin Basecamp, QGIS) ■ Ability to multitask ■ Strong networking skills
■ Personal	<ul style="list-style-type: none"> ■ Self-motivated, outcome-oriented team player ■ Hands-on attitude, attention to detail 	<ul style="list-style-type: none"> ■ Able to set own priorities and deliver within agreed timescales ■ Proactive and flexible
■ Other	<ul style="list-style-type: none"> ■ Commitment to the aims of ECF, in particular improving conditions for cyclists and encouraging more people cycling more often 	<ul style="list-style-type: none"> ■ Bicycle user for transport or leisure

How to apply?

Please send an email to hr@ecf.com with the subject line: "ECF EuroVelo intern" and the following two attachments no later than **30 September 2021** (Midnight CET):

- Curriculum Vitae (PDF in English)
- Short cover letter (PDF in English, max 1 page)

ECF reserves the right to select a candidate before this date. Only shortlisted candidates will be contacted for an interview online or in our offices in Brussels. Due to the high number of applicants, only shortlisted candidates will be contacted.

Disclaimer

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