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

About 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

As a Members, Networks & Development Intern, you will support activities related to ECF’s members, Cities & Regions for Cyclists, and Cycle-friendly Employers, as well as external networks and partnerships ECF is present in. You will also provide direct support on business development and fundraising activities, including research, tracking and preparation of meetings.

You will directly collaborate with the Members and Networks Manager, and your tasks will be focused on:

- **Support communications;**
  - content generation for website and social media platforms,
  - writing/editing articles featuring stories from our members,
  - update of webpages and preparation of dedicated newsletters
- **Support planning and execution of activities;**
  - Webinars/workshops; coordination of logistics, registrations and problem-solving of practical issues that arise
  - Community satisfaction surveys and result evaluation
- **Assist with administration**
  - 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

You will also provide direct support to the CEO and the Policy & Development Director on:

- **Desktop research on business development and fundraising as well as tracking and preparation of meetings.**
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 and 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 weeks internship. According to the Belgian law we offer a professional internship agreement: ‘Convention d’immersion professionnelle’ in French or ‘Beroepsinlevingsovereenkomst’ in Dutch, paid with a stipend in accordance with this framework which is approximately €920 per month.

Candidates must be eligible to work in the EU and able to live and work in Belgium during their internship.

The Members, Networks & Development Intern should start during June/July 2022.

Who are we looking for?

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<tr>
<th>Requirement</th>
<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Experience/ Knowledge</strong></td>
<td>Editing, updating and generating content for websites and newsletters</td>
<td>Experience with Content Management Systems (editing and updating websites) &amp; Database management</td>
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<td>Familiarity with writing for communication purposes, news items, newsletters, social media</td>
<td>Web and social media management (Twitter, Facebook, LinkedIn, Instagram…)</td>
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<td>Familiarity with network/community engagement</td>
<td>Strong writing skills for advocacy, political activity, cycling media, voluntary groups etc.</td>
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<td>Desktop research and report writing</td>
<td>Design (Canva, Photoshop, etc.)</td>
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<td><strong>Skills</strong></td>
<td>Fluency (oral and written) in English</td>
<td>Able to set own priorities and deliver within agreed timescales</td>
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<td>Solid knowledge of MS Office (Word, Excel, PowerPoint, Outlook)</td>
<td>Good time management</td>
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<td>Ability to self-organise and multi-task</td>
<td>Proactive and flexible</td>
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<td>Ability to pay attention to detail, and take initiative in problem-solving</td>
<td>Bicycle user for transport or leisure</td>
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<td><strong>Personal/ Other</strong></td>
<td>Interest and ability to work in a diverse cross-cultural environment</td>
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How to apply?

Please send an email to hr@ecf.com with the subject line: “ECF Members, Networks & Development Intern” and the following two attachments no later than Monday 23 May 2022 (23:59 CET).

- Cover Letter (PDF format - in English - max. 1 page)
- Curriculum Vitae (PDF format - in English - max. 2 pages)

Interviews will be conducted online. 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 disability.