

Advertisement for three ECF interns 2018

European Cyclists' Federation
15/03/2017

ECF is looking for three motivated interns to join its team in Brussels

- A communications intern
- An events communications intern
- A networks and communications intern

Job description

As the communication, events and networks communications interns, you will be part of the development, communications and global policies teams. The **communications intern** will develop communication abilities assisting the team in social media, writing articles, etc. to spread the ECF mission and success stories. As the **networks intern** you will mainly support topics regarding the different networks (our members, Cycling Industry Club, Cities and Regions for Cyclists and Scientists for Cycling). As an **events intern** you will support events management and events communication (you will be able to travel to Brazil for a flagship, 2000 pax conference, in June 2018).

You would need to have the following potential abilities:

- Be able to support the communications, global policies and development team developing writing, editing articles and newsletters abilities.
- Be able to support the communications team developing social media and web updating abilities.
- Be able to develop abilities such as data research on cycling, ITS, mobility, environment, health and cycling policies.
- Be able to develop communication abilities with stakeholders and media.

Specific potential abilities for the communications intern:

- Support the communications team and develop social media, web monitoring, and writing abilities
- Support the communications team and develop events organization abilities
- Support the communications team and develop power points and lay-outs design abilities

Specific potential abilities for the networks and communications intern:

- Support the development team developing event organization abilities
- Support the development team to update contacts database

Potential abilities for events communications network

- Support the Conference team in communications developing social media, writing, web update abilities
- Support the Conference team developing event organization abilities

What do we offer?

We offer you a place in an NGO which focusses on promoting cycling to create a healthier, more sustainable and better world. This will be in an office full of friendly, passionate and international colleagues in the heart of the European Brussels. There are a lot of opportunities to learn and to demonstrate creativity, proactivity and management skills and to work on community building, advocacy and cycling related issues, but also to build your cycling network.

We offer 3 **full time 6 months internships** (According to the Belgian law we offer a professional internship agreement: 'Convention d'immersion professionnelle (FR)' or 'Beroepsinlevingsovereenkomst (NL)') paid €781 (gross amount) a month. This internship also includes a training plan including a clear job description, a description of the expected competences and training possibilities. The internships should ideally **start as soon as possible** and no later than April 2018. Preference goes out to candidates who are available as soon as possible.

How to apply?

Please send a CV and short cover letter in English, including the preference position you apply for to Maria Gaton (m.gaton@ecf.com) and Loes Holtmaat (l.holtmaat@ecf.com) no later than **Thursday 29th of March at 12 am**. As suitable applications arrive applicants might be asked for interviews before the deadline in our Brussels office or through Skype.

Due to the expected large number of applications, only shortlisted candidates will be contacted. Please let us know when you would be ready to start working.