

Announcement for a EuroVelo Intern

ECF is looking for a motivated EuroVelo Intern to join its EuroVelo team in Brussels and support its Communications and donations activities.

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, the European cycle route network

One of ECF's flagship initiatives is EuroVelo, the European cycle 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 aims to provide safe, direct, coherent and connected cycling infrastructure and cycle route networks that benefits all categories of cyclists, including everyday cyclists, cycling tourists and leisure cyclists.

Internship description

The EuroVelo Intern will work as part of the EuroVelo Management Team to help boost the EuroVelo network and its aim to encourage access to cycling for all by creating a network of high-standard long-distance cycle routes, benefiting all categories of cyclists and fostering sustainable tourism.

The tasks include: manage social media channels (content and moderation) with the support of the Communications Coordinator and Brand and Marketing Officer producing social media content; supporting the running of the EuroVelo donations system; drafting and editing articles and newsletters; desktop research, answering requests from the public; supporting the daily activities of the EuroVelo Management Team – all to help fulfil the EuroVelo Strategy 2030.

Specific responsibilities for the EuroVelo Intern:

- manage and produce content for social media (Facebook, Instagram, Twitter)
- support the EuroVelo donation system (manage the requests, stocks and shipping)
- answer requests from the public, partners and various stakeholders
- write and edit articles, newsletters and mailings
- help to keep the EuroVelo website and translations up to date

- support preparing meetings and taking minutes, help to organise events (especially the EuroVelo & Cycling Tourism Conference), support communication campaigns, etc.
- monitor EuroVelo media mentions and support the analysis of EuroVelo digital outreach

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 and research skills as well as 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 approximately €970 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 July 2023**.

Who are we looking for?

Essential

- A person with tourism, communication or marketing master or bachelor's degree
- A person with experience or interest in using social media, other digital communications platforms, and implementing marketing campaigns.
- A highly motivated individual with a proactive attitude, good time management skills and the ability to multitask.
- An outcome-oriented team player with a hands-on attitude and willingness to learn.
- A person with strong ethical standards, ready to work in an international and multicultural environment.
- A fluent English speaker. The knowledge of German language will be considered as a strong plus and the knowledge of French is a further asset.
- A person with excellent writing and communication skills.
- A person interested in working in sustainable tourism projects.
- Someone committed to ECF's and EuroVelo's mission to improve conditions for more and better cycling for all.
- Someone with the legal right to work in Belgium.

Desirable

- Comfortable working with Google tools (Docs, Analytics, Forms, etc.) and Microsoft 365.
- A creative individual with an eye for visual design.

- A person with experience in writing resources and materials for cycling tourism, cycling media, voluntary groups etc.
- Ideally also a cyclist for leisure or transport.

How to apply?

Please send a CV and a short cover letter in English (maximum one page) in **one** PDF file to hr@ecf.com with the subject line "*First Name Last Name* - EuroVelo Intern" **by 11 June 2023 (Midnight CET)**. Candidates will be interviewed on a rolling basis. The chosen candidate will ideally start **in July 2023**.

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Interviews will be conducted online or in person at our offices based in Brussels. Due to the large number of applicants, **only shortlisted candidates will be contacted**.

Equal opportunity

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.