Announcement for a EuroVelo Intern

ECF is looking for a motivated EuroVelo Intern to join its 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, 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 team to help boost the EuroVelo network and its aim to encourage more and better 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: producing social media content drafting and editing articles and newsletters; supporting the running of the EuroVelo donations system; desktop research, answering requests from the public; supporting the daily activities of the EuroVelo Management Team – all to help fulfil the EuroVelo 2030 Strategy.

Specific responsibilities for the EuroVelo Intern:

- manage and produce content for social media (Facebook, Twitter, Instagram);
- write and edit articles, newsletters and mailings
- answer requests from the public
- support EuroVelo’s donation system
- help to keep the EuroVelo website and translations up to date
- prepare meetings and take minutes
- help organising events
• support communication campaigns
• monitor EuroVelo media mentions and research media hooks
• support the analysis of EuroVelo’s 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, research and management skills as well as to work on community building, advocacy and cycling-related issues while building 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 (European Union) and able to live and work in Belgium during their internship. The candidate should be able to start during November 2022.

Who are we looking for?

Essential
• 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 with experience in using social media and other digital communications platforms.
• Someone committed to ECF’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 advocacy, political activity, 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 10 October 2022 (Midnight CET). Candidates will be interviewed on a rolling basis. The chosen candidate will ideally start mid-November 2022.

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.