

Announcement for a Members, Networks & Development Intern

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

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 ECF 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:

- Doing 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.
- Supporting planning and execution of activities;
 - Webinars/workshops, incl. coordination of logistics, registrations and problem-solving of practical issues that may arise
 - Community-satisfaction surveys and result evaluation
- Assisting with administration;
 - Maintain databases and mailing lists, 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 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** and able to live and work in Belgium during their internship. The intern should be able to start during **October 2021**.

Who are we looking for?

Requirement	Essential	Desirable
Experience/ knowledge	<ul style="list-style-type: none"> ■ Editing, updating and generating content for websites and newsletters ■ Familiarity with writing for communication purposes, news items, newsletters, social media ■ Familiarity with network/ community engagement ■ Desktop research and report writing 	<ul style="list-style-type: none"> ■ Experience with Content Management Systems (editing and updating websites) & Database management ■ Web and social media management (Twitter, Facebook, LinkedIn, Instagram...) ■ Strong writing skills for advocacy, political activity, cycling media, voluntary groups etc. ■ Design (Canva, Photoshop, etc.)
Skills	<ul style="list-style-type: none"> ■ Fluency (oral and written) in English ■ Solid knowledge of MS Office (Word, Excel, PowerPoint, Outlook) ■ Ability to self-organise & multi-task ■ Ability to pay attention to detail and take initiative in problem-solving 	<ul style="list-style-type: none"> ■ Able to set own priorities and deliver within agreed timescales ■ Good time management ■ Proactive and flexible
Personal/ other	<ul style="list-style-type: none"> ■ Interest and ability to work in a diverse cross-cultural environment ■ Share commitment to ECF's values 	<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 Members, Networks & Development Intern" and the following two attachments by **Sunday 26 September 2021**:

- Cover letter (PDF in English, max 1 page)
- Curriculum vitae (PDF in English, max 2 pages)

Interviews will be conducted online. 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.