

## Announcement for Internship in Events – Velo-city conference

ECF is looking for a motivated Velo-city 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 an Intern you will assist the team in performing the daily office tasks to fulfil the ECF mission. You will have the opportunity to learn, apply and develop your abilities in assisting in event & communications management. More specific to this role, the Velo-city conference is the world annual cycling summit. It typically brings together about 1400 international stakeholders such as cycling advocates, transport and urban planners, city officials, policy decision-makers, industry representatives, academics and more. The 2022 Velo-city conference will take place in Ljubljana, Slovenia from 14-17 June.

### Specific tasks

You will work in direct collaboration with the Velo-city team in preparation for the upcoming Velo-city conference. Your tasks will focus on:

- Supporting Velo-city communications; content generation for social media platforms, graphic design support (e.g. help preparing visual materials), writing/editing/publishing articles, website updates;
- Assisting with the event organisation, preparation and evaluation;
- Desktop research on relevant stakeholders;
- General administrative support; organisation of meetings (both in person and online); agenda, room and catering logistics, taking minutes, preparing presentations, formatting of documents etc., as well as financial administration support; filing, reimbursements etc.

### 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 6-months 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.

A 3 months extension is possible provided the internship is successful.

Candidates must be eligible to work in the EU and able to live and work in Belgium during their internship. The candidate should be able to start in early November 2021.

## What do we expect?

- Fluency (oral and written) in English
- Familiarity with social media management and communications
- Familiarity with graphic design
- Familiarity with tasks of conference/event management
- Solid knowledge of MS Office (Word, Excel, PowerPoint, Outlook)
- Ability to pay attention to details, meet tight deadlines, take initiative, problem-solving attitude
- Share commitment to ECF's values
- Ability to work in a diverse cross-cultural environment
- Interest in cycling and sustainable mobility

## Terms:

- Internship should start in early November 2021 (exact starting date to be discussed)
- Applicants must be able to commit to 6 months at least
- Applicants must have an EU work permit

## How to apply?

Please send your CV and cover letter in one PDF in English to [hr@ecf.com](mailto:hr@ecf.com) with a subject line: **Velo-city Internship November 2021**. Your application has to include:

- Cover Letter (max. 1 page)
- CV in English (max. 2 pages)

Incomplete and/or late applications will not be considered.

Closing date for applications: **Friday, 8 of October 2021 at 23h59 CEST**. Interviews for shortlisted applicants will take place on 14-15 October 2021 online.

Thank you in advance to all those who take the time to apply to this offer. 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 racial or ethnic origin, opinions or beliefs, gender, sexual orientation, health or disabilities.

