

Communication and Partnerships Intern

[EU-CORD](#) (European Christian Organisations for Relief and Development) is a network of European relief and development agencies – inspired by Christian values – with a vision for a more just world, addressing poverty, inequality, and social exclusion. We are made up of 26 NGOs that work alongside national implementing partners worldwide. From our 2-person secretariat in Brussels we advocate towards European policy makers on issues concerning humanitarian action, sustainable development, peace-building and global justice. We develop partnerships and funding for our programmes, and we focus on capacity sharing and mutual learning from a faith-based perspective.

We are currently recruiting an enthusiastic and energetic:

Communication & Partnerships Intern

Brussels, 6 months

Position

Our intern is placed in the Secretariat in Brussels and duties will include working with the CEO and Advocacy Office to support internal partnership development and policy research. The internship provides an opportunity to work in a faith-based network that focuses on the relief and development sector in terms of advocacy and programme support.

Task for the internship will include:

- Assisting in the monitoring and reporting of discussion and policy developments around current international development and humanitarian topics and communicating these to members in a digestible form. A special emphasis will lie on monitoring relevant policy development in the European Parliament.
- Attending relevant meetings, including in the EU institutions and other network partners, and reporting back to colleagues and members.
- Gathering and disseminating member information to support partnership approaches.
- Monitoring data needed to measure strategy implementation.
- Assisting in our internal communications – newsletters, event notifications etc.,
- Assisting in our external communications, website, and social media support
- Supporting the Secretariat in other tasks necessary for the development of the network

Profile

You are a strong networker and able to identify and leverage advocacy potential within members, link members and guide EU-level advocacy actions. You can demystify EU policy and legislative approaches for our members and their partners. This position also requires:

- Alignment with EU-CORD's mission and values
- Knowledge of the EU institutions is an advantage
- University degree and/or at least 2-years transferrable work experience
- Information gathering/research experience and ability to write text that are reader friendly
- Excellent people skills and written and oral communication skills
- Excellent command of written and spoken English, any other language is an asset
- IT literacy

Our offer

Working with EU-CORD offers you the opportunity to add your strength to humanitarian action, sustainable development, peace-building and global justice. Furthermore, we offer:

- A position where you can bring a Christian perspective to drive and shape advocacy work;
- A supportive environment that encourages initiative and creativity;
- A pleasant and informal working atmosphere;
- Room for spiritual and personal growth;
- Flexible working hours and a good working-from-home policy;
- Accessible, professional [office](#) located in the Médecins Sans Frontières building in Ixelles, Brussels which includes access to a subsidized cafeteria and secure bicycle space;
- The candidate should either qualify for either a or b:
 - “Convention d’immersion professionnelle”, where this should be the first paid employment in Belgium and where the salary shall follow the guidelines set by the Belgian state.
 - “Stagiaire scolaire” system and be able to undertake the internship as part of their studies and where there shall be no remuneration.
- Local travel subsidy (subject to distance)
- Lunch vouchers

How to apply

Interested and qualified candidates are kindly invited to submit their cover letter and resume at the latest on **13 October, 2021**, close of business via this link:

<https://form.jotform.com/212353503527348>

We regret that due to the high volume of applications likely to be received, only candidates selected for an interview will be contacted.

EU-CORD operates with an equal opportunities policy and is committed to diversity in the workplace. Qualified women and men, people of all nationalities with eligibility to work in the EU, and cultural backgrounds, and candidates with disabilities are welcome to apply. Recruitment is subject to successful completion of all applicable background checks, including references.