

# Policy & Communications 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 policymakers on issues concerning humanitarian action, sustainable development, peace-building and global justice. We develop partnerships and funding for our programmes, focusing on capacity sharing and mutual learning from a faith-based perspective.

We are currently recruiting an enthusiastic and energetic:

## Policy & Communications Intern

Brussels, 6 months

**Start Date:** *the successful candidate should be able to take on the position no later than 1 December*

### Position

Our intern is placed in the Secretariat in Brussels, and duties will include working with the CEO and Advocacy Officer to support policy work and communications. 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.

Tasks for the internship will include:

- Assisting in the research, 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 be on monitoring the European Parliament's relevant policy development.
- Attending relevant meetings, including in the EU institutions and other network partners, and reporting back to colleagues and members.
- Assisting in our internal and external communications – newsletters, event notifications, website, social media support etc.,
- Supporting the Secretariat in other tasks necessary for the development of the network

### Profile

You are a strong networker who can 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 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
- Eligibility to work in the EU / Belgium

### 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 as one of the following:
  - "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 **30 September 2022**, close of business via this link:

[https://form.jotform.com/eu\\_cord/internship\\_application](https://form.jotform.com/eu_cord/internship_application)

*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 the successful completion of all applicable background checks, including references.*