COMMUNICATIONS INTERNSHIP

FEANTSA - WORKING TOGETHER TO FIGHT HOMELESSNESS IN EUROPE

Start date: August / September 2022
Location: Brussels
Type of contract: full-time (38 hours) compensated internship under Belgian law
Duration of contract: 6 months (with possibility of extension)
Deadline for applications: 15.07.2022, 11.59 PM Brussels time

FEANTSA, the European Federation of National Organisations Working with the Homeless, is an Umbrella organisation with over 130 members from across Europe. FEANTSA is the only European NGO focusing specifically on homelessness. We are recruiting a communications assistant who will work closely with the Information and Communications officer.

Person specification:
- Native or near-native level of English
- Good writing skills
- Interest in communications and in homelessness
- Eye for detail
- Analytical thinking
- Pro-active worker
- Willing to learn

Advantageous:
- Knowledge of other EU languages
- Professional/volunteer experience or academic knowledge of homelessness
- Previous experience and/or studies in communications
- Basic design skills

Tasks:
(The following list should be used as a reference. In no way will the intern be asked to fulfil all the tasks below simultaneously. There will also be a certain flexibility according to the interests and learning objectives of the successful candidate).
• Social media & community management
  o Researching and pro-actively proposing topics for social media posting
  o Drafting and scheduling social media posts
  o Researching and creating appropriate creative material to accompany the post
  o Designing visuals with Canva
  o Monitoring posts, comments and tags that mention FEANTSA
  o Intervening in comments where relevant (with help from the Communications officer)

• Reputation management and information research (together with the communications officer)
  o Scanning international media on topics related to FEANTSA’s work and on EU political climate
  o Scouting for opportunities (political context, events, etc.) where FEANTSA could try to jump in to get their messages across

• Internal communications:
  o Pro-actively sharing information/content of interest with policy staff and/or the communications officer
  o Ensuring internal communications tools are up to date and useable (sharepoint / events calendar / contact database / other)

• Administrative tasks
  o Liaising with providers and subcontractors, partners, colleagues
  o Responding to queries by telephone and email
  o Occasional booking own transport and providing payment proofs for work-related expenses, if applicable

• Other tasks:
  o Contributing to the drafting of the monthly newsletter
  o Potential assistance with the organisation of events
  o Occasional updates on the website
  o Supporting campaign work when applicable
  o Proofreading FEANTSA publications as needed

Terms & conditions:
• Start date: August / September 2022
• Full-time position (38 hours)
Internship under Belgian “convention d'immersion professionnelle” (please see https://www.bruxelles-j.be/travailler/ton-premier-emploi/la-convention-dimmersion-professionnelle/ [in French or Dutch] for explanations)

• Location: FEANTSA Secretariat in Brussels
• Duration of contract: 6 months
• Compensation of €812,90 per month + 49€ per month for public transportation.

To apply:
Please send a CV and letter of application in English by 15.07.2022, 11.59 PM Brussels time to:
Rocio Urias (she/her), Information and Communications Officer
rocio.urias@feantsa.org

We regret that only shortlisted candidates will be contacted.