

**Terms of Reference for:
Alliance2015 Communications Assistant
Starting date: May 2024 – one-year 50% time position under CIP contract**

Founded in 2000 to foster and nurture collaborations for greater scale and impact towards the Millennium Development Goals, Alliance2015 is a strategic and operational network of Europe-based international NGOs, working towards the broader vision of Agenda 2030 and a world free from poverty, hunger, injustice and inequality. We are engaged in partnerships of different types and at different levels, and Alliance2015 members are our first partnership of choice.

Job title:	Alliance2015 Communications Assistant
Reports to:	Knowledge Management and Communication Lead (KMC lead)
Job location:	Brussels
Contract type:	1-year non-renewable paid internship (CIP contract), starting May 2024. <ul style="list-style-type: none"> • part-time role (20 hours/week), hybrid working possible. • Remuneration: 684,21 EUR net/month. • Transport and working from home allowance. • 12.5 days paid holiday per calendar year.
Background:	<p>The role of the Hub in Brussels is to lead and support the strategy definition and implementation of the Alliance2015, by supporting functional and strategic collaboration between the members, representing, and advocating as Alliance2015 in Brussels.</p> <p>The position provides ad-hoc support to the Alliance2015 Hub in Brussels, with focus on internal and external communication, and campaigning-related tasks. It will provide a young professional an all-round taste of issues and ways of working of an experienced INGO alliance.</p>
Job purpose:	The overall purpose is to support the Hub with content development and preparation of communication products, strengthening the Alliance2015 capacity to adopt timely and effective communications outputs.
Main duties & Responsibilities	<p>Under the guidance of the KMC Lead, proactively contribute to:</p> <ul style="list-style-type: none"> ○ Keeping the Alliance2015 website up-to-date and populated with relevant links, resources, and materials. ○ Maintaining and further developing Alliance2015's social media and web presence, especially via Facebook, LinkedIn, Twitter and Instagram. ○ Developing content, editing and proofreading Alliance2015 publications, including newsletters, brochures, leaflets, press releases, and other communication materials. ○ Supporting the production of communication and visibility products and templates for presentations and public use by staff. ○ Liaising with providers and subcontractors, when required. ○ Updating existing databases. ○ Ensuring internal communications tools are up-to-date and useable (SharePoint/events calendar/contact database/other). ○ Administrative support to Advocacy and Communications Group, relevant task forces and ad hoc meetings (minute taking, agenda support, logistics). ○ Logistic support for external events and Annual General Meetings (i.e. managing registrations, support to visitors from countries of operations).

Person specifications:	<p>Essential:</p> <ul style="list-style-type: none"> • Existing work experience through previous internships in fast-paced environments, working in online communications and administering social media platforms will be preferred. • University degree in communications, media studies, journalism, marketing, or public relations. • Very well organised and result-oriented. • Fluent in oral and written English. • True interest in communication and in Alliance2015's field of work; commitment to remain in the position for one year. • Some flexibility on working hours. • Very good IT skills. • Good interpersonal skills. • Good listening attitude with team-working skills. • Familiarity with design software (e.g., Photoshop, Illustrator). <p>Desirable:</p> <ul style="list-style-type: none"> • Previous experience with WordPress and social media skills. • Knowledge of production of visual contents (logos, photos, videos, infographics). • Knowledge of and experience with knowledge management tools (e.g., databases). • Knowledge of any other of the Alliance2015 member's language. • Basic knowledge of the EU Institutions in the Brussels context.
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How to apply

Please send a CV and cover letter **in a single pdf file** in the following format: "Last Name-Your First Name-CL&CV" to the following address: recruitment@alliance2015.org, indicating in the subject: "Alliance2015 Communications Assistant".

Applications will be reviewed on a rolling basis. Closing date for applications is **6th March 2024 (23:59 CET)** for **an ideal starting date of 06th May 2024** as we attempt to ensure handover time with previous postholder.

Note: This position is not open to students currently enrolled in university. It is intended for recent graduates. Professionals with previous full time non-internship experience need not apply, as their applications will be disqualified.