



## **Climate Action Network Europe is looking for a Communications assistant (Intern)**

CAN Europe, Europe's largest coalition working on climate and energy issues, is currently seeking a motivated and dynamic Communications Assistant (intern) to join our team in Brussels. This internship will offer the successful candidate an opportunity to be at the center of the largest movement for global change that will affect people and the planet for centuries to come.

### **Required Educational/professional background**

- Studies in political communications, journalism/press or media relations, and/or in political science
- Knowledge of EU institutions and processes, and in particular of climate, energy and environment policy
- Excellent level written and spoken English. Additional languages particularly German considered an asset

### **Preferred/desirable experience**

- Experience of volunteering or working in NGOs

### **Experience, skills and abilities**

- Experience in editing and proofreading of expert reports
- Skills in using social media (particularly Twitter) to achieve campaign/advocacy objectives
- Ability to prioritise and manage diverse tasks, meeting deadlines while maintaining high editorial standards
- Ability to work in a network; internal communication skills desirable
- A good team player coupled with ability to generate new communication ideas
- Solid grounding in Microsoft Office applications and CANVA

### **Main duties will include:**

- Social media support
- Support to the design and implementation of digital campaigns on EU's recovery measures and climate change impacts.
- Website development and updates
- Monitoring of fossil fuel narratives, contribution to the development of clean energy narratives
- Update the media database

This position is based in the CAN Europe secretariat, which houses our team of 21 staff members, in Mundo-B, the sustainable NGO office space near the St. Boniface neighbourhood of Brussels. You will integrate a dynamic communication team of 4 people, delivering strategic communications to align climate and energy policies in Europe with the Paris Agreement.

Due to the Corona pandemic, most of the CAN Europe team is currently tele-working. In September and as long as the health crisis continues, physical presence in the office will be voluntary.

This position is based on a Belgian paid internship contract (6 month duration contract, renewable once under specific circumstances). Remuneration for the internship will be 1275 euros gross/month and subject to Belgian taxes. Extra benefits include phone compensation (39EUR/month) and reimbursement of local transport costs.

To apply, please send a one-page letter of motivation and CV in English to [nicolas@caneurope.org](mailto:nicolas@caneurope.org) with "Communications assistant" as subject line.

The letter of motivation should clearly demonstrate why you want the internship, stating why you wish to work for a climate NGO and how your skills and experience are relevant to the internship requirements detailed above.

Closing date for applications: **Wednesday 29 July 2020 at midnight**

Interviews will preferably take place between 10 & 14 August (remotely)

Expected start date: 1st September

#### **Contact**

Inquiries to Nicolas Derobert, head of communications, [nicolas@caneurope.org](mailto:nicolas@caneurope.org)