



EUCIS-LLL Platform
Open Traineeship – Communications & Fundraising Assistant
Brussels

The European Civil Society Platform on Lifelong Learning (EUCIS-LLL) gathers 31 European networks working in education and training. It was created with the purpose of involving the different educative actors as closely as possible in the dynamics of discussing and implementing the policies and actions of the EU. The platform raises awareness and promotes lifelong learning at European and national levels. It is currently looking for a Communications trainee to assist with the implementation and development of its communications tools under the guidance of the rest of the team.

Traineeship description

Working with a very small team in the heart of Brussels, the trainee is responsible for the improvement and the development of the various communication tools and of the fundraising strategy of the organisation. He/she will notably contribute to:

- developing and implementing a fundraising strategy for the organisation;
- updating the website and database of contacts (Wordpress);
- writing various articles/texts for the newsletter or events;
- designing layouts for flyers and other communication tools;
- taking minutes during events/minutes;
- helping the team in the organisation of events;
- possibly small researches on topics related to education and training;
- other related administrative or communications tasks.

Skills/Experience

Candidate should possess:

- a very good command of English;
- excellent writing skills;
- knowledge of IT software;
- experience in working in fundraising strategies will be an asset.

Position requires:

- having an eye for detail and knowing to keep to deadlines;
- strong organisational skills and flexibility;
- excellent interpersonal skills within a multinational context;
- to have a higher education diploma in a related field (EU studies, Communication, Education & Training, ...)

What we offer:

- working in a European context, contacts with the European institutions and associations;
- linking to EUCIS-LLL members in more than 40 European countries;
- assisting in projects the EUCIS-LLL is involved in.

Starting date: 11 March 2013

Duration: 5 months, full time (38 hours / week).

Gratification: traineeship agreement with small allowance (700 EUR net / month).

To apply: send your CV and covering letter to Noé Viedma (noe.viedma@eucis-lll.eu). We would appreciate if you could send us samples of your work.

Closing date: 22 February 2013. Interviews will take place on 1st of March.

For more information about us visit: www.eucis-lll.eu