

TRAINEESHIP APPLICATION PACKAGE

April 2017 – October 2017 (Brussels)

ADMINISTRATION AND COMMUNICATION ASSISTANT

GENERAL INFORMATION

EQUINET, the European Network of Equality Bodies, brings together specialized equality bodies from European countries set up to promote equality and combat discrimination on the grounds covered by the EU Equal Treatment legislation (gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation) and beyond. The Equinet network and Secretariat are currently co-funded by an annual Action grant under the Progress programme of the European Union.

Equinet is opening a **traineeship position for the period April 2017 – October 2017**, in order to assist the Equinet Secretariat, a small team of 6 to 7 staff members based in Brussels. The trainee will in particular assist the Administration and Finance Officer and the Communication Officer in carrying out activities and tasks necessary for the administrative management of the Secretariat and the planning and organisation of Equinet events.

This is a **fulltime paid traineeship** to be performed at the **Equinet secretariat, located in Brussels, Belgium**. Equinet offers the traineeship in the framework of a *Convention d'Immersion Professionnelle* under Belgian law with a financial monthly compensation of around € 930 net + meal vouchers + partial local transportation costs coverage.

This legal scheme aims to help recent graduates getting a first professional experience in a field related to the focus of their studies.

The **traineeship is expected to start as soon as possible in April**.

1. INTERNSHIP DESCRIPTION

Responsibilities will include:

Administration and Office management:

Support the Finance and Administration Officer in:

- Producing, sorting, processing and filing invoices and membership fees
- Updating the bookkeeping and liaising with the external bookkeeper
- Processing payments and reimbursements of Equinet Members' expenses
- Filing of HR documents and contracts
- Following up on HR-related matters with the Belgian Social Secretariat
- Database management and updating
- Serving as a point of contact for Equinet Members within the secretariat and at Equinet meetings
- Taking notes and producing minutes at Equinet Board meetings and possibly other Equinet meetings
- Preparing financial and technical reports to the European Commission
- Preparing financial reports to the Equinet Board and its Treasurer
- Compiling quantitative data of Equinet's activities for reporting purposes.

- The general management of the office when necessary (telephone and mailing, copies...)

Events:

Support the Finance and Administration Officer in:

- The logistical organisation of Equinet conferences, seminars and working group meetings and particularly the events foreseen for the celebration of Equinet's 10th Anniversary: search and booking of appropriate venues and hotels, logistical arrangements, material preparation, catering...
- Booking of travel arrangements for the Secretariat staff and Equinet Members (done through a travel agency)
- onsite Management of Equinet events (assistance to Members, registration, logistics, note-taking...)

Communication:

Support the Communication Officer in:

- Organising Equinet Publications
- Creating of a data base of contacts for the 10th anniversary meeting
- Updating the European Directory of Equality Bodies
- Supporting with video creation for the Equinet website (Equinet's 10th anniversary)
- Creating a Timeline for the Equinet website (Equinet's 10th anniversary)

2. PROFILE SPECIFICATION

Essentials

- Preferably, not more than one previous internship;
- Relevant higher education (e.g. languages, tourism, administration, Office management...);
- Proven record of commitment to non-discrimination, equal opportunities and human rights;
- Excellent level of English (spoken and written);
- Good command of the Microsoft Office software suite (Word, Excel, PowerPoint, Access, etc.);
- Strong organisational and administrative skills;
- Ability to work in a small team operating in a dynamic international environment;

Desirable / assets (useful additional experience/knowledge)

- Working knowledge of French
- Knowledge of other European language(s);
- Good interpersonal skills to communicate with the staff of member organisations and with external stakeholders.

Equinet internship offers:

- Work experience in an international and multicultural environment as part of a specialised European membership network;
- Opportunity to gain first-hand knowledge of the current issues surrounding anti-discrimination, equality and social inclusion in the EU;
- Developing knowledge of the work of national equality bodies across Europe and the EU institutions and legal framework to tackle discrimination;
- Opportunity to help organise and to participate in European-level Equinet events designed for experts from Equality Bodies and external stakeholders;
- A dynamic and informal working environment within a professional Secretariat of six to seven staff members.