

## COMMUNICATION ASSISTANT

### EQUINET TRAINEESHIP OCTOBER 2020 – APRIL 2021

#### 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 Secretariat is opening a **traineeship position for the period October 2020 – April 2021** (up to 6 months duration), in order to assist the team of eight staff members based in Brussels. The trainee will in particular assist the communication team in carrying out activities and tasks related to the delivery of the activities planned in 2020/2021.

This is a **fulltime (38 hours/week) paid traineeship** to be performed at the **Equinet secretariat, located in Brussels, Belgium** (or online telework if needed). The traineeship fits into the framework of a Convention d'Immersion Professionnelle under Belgian law with a financial monthly compensation of 1,200 eur per month, and also includes the reimbursement of commuting costs along with 8 eur face-value meal vouchers per day worked, 13 days of holiday and paid sick leave.

This legal scheme helps recent graduates in getting a first professional experience in a field related to the main focus of their studies. The **traineeship is expected to start in late October 2020**.

The Equinet Secretariat is an equal opportunities employer and is committed to equal opportunities for all irrespective of gender, sexual orientation, religion or belief, race or ethnicity, age or disability. With a view to contributing to full equality in practice and compensating for disadvantages, it applies positive action measures. Taking into account the Equinet Secretariat team composition and previous traineeships, in case of equally qualified and suitable candidates, it will choose the person with a minority ethnic background and/or a disability unless there are other factors that should tilt the balance in favour of the other candidate(s).

## TRAINEESHIP DESCRIPTION

### Communication:

- Assistance in producing Equinet newsletters and other materials, including the Equinet calendar 2021, annual report 2020 or other publications.
- Support the development of the Equinet website as regards content creation and implementation.
- Assist the development and upload of relevant social media content, as well as maintenance of social media accounts (Facebook & Twitter).
- Support in membership management and communication between the Equinet secretariat and Equinet members.

### Events:

- Contribute to the successful development and delivery of the Equinet events planned for the period covered, with a particular focus on the communication & logistical aspects.
- Take minutes and support the production of event summaries and evaluation reports.
- Attend some external (online) events on behalf of Equinet and report back to the team.

### Network Administration:

- Support in the implementation of Equinet's Monitoring and Evaluation (M&E) framework.
- Support in EC Grant technical reporting, particularly by extracting relevant data from the M&E framework.

### Other tasks:

- Any additional tasks in consultation and discussion with the Line Manager and team as appropriate.

## PROFILE SPECIFICATION

### Essential skills and profile features

- Limited traineeship experience – maximum two previous traineeships
- Excellent command of (written and spoken) English
- Excellent interpersonal skills to build strong relationships with member organisations staff and external contacts
- Technical / digital skills connected to website content management, social media and planning digital online events
- Excellent organisational skills with an eye for detail, and a sense of initiative
- Personal commitment to non-discrimination, equality and human rights
- Ability to work in a team and with professionals in an international / multicultural environment
- Education background relevant for communicating equality

### Desirable / assets (useful additional experience/knowledge)

- Sound understanding of pan-European membership organisations
- Familiarity with the work of national equality bodies

### An Equinet traineeship offers:

- A working experience in a pan-European membership Network
- Developing knowledge of the work of the EU institutions and the national equality bodies in Europe in a context of anti-discrimination and equal treatment legislation
- Applying digital skills to help the smooth running of Equinet capacity building events
- Opportunity to participate in European-level Equinet events designed for experts from Equality Bodies and external stakeholders

**Please send the completed application form together with your latest CV (both in English) by 7 October to [jobs@equineteurope.org](mailto:jobs@equineteurope.org) and with reference “Equinet Traineeship autumn 2020 - Communication”.**

**Please note that only shortlisted candidates will be contacted for interview, which will be held online the week of 19<sup>th</sup> October.**