

COMMUNICATION TRAINEE

AUGUST 2022 – FEBRUARY 2023

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 6 month-long **traineeship position for the period** August 2022 to February 2023, in order to assist the team of ten staff members. The trainee will in particular assist the communication team in carrying out activities and tasks related to the delivery of the activities planned in 2022/3.

This is a **fulltime (38 hours/week) paid traineeship** to be performed remotely and at the **Equinet secretariat, located in Brussels, Belgium** (if situation allows). The traineeship fits into the framework of a Convention d'Immersion Professionnelle under Belgian law with a monthly compensation of EUR 1,200 per month and includes the reimbursement of commuting costs (if working at the office) along with EUR 8 face-value meal vouchers (one per day worked, only valid in Belgium), 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 as in a hybrid manner**, with 2 days a week in the office in Brussels at a minimum. The internship will only start once the authorization has been received from Brussels professional education authorities (Bruxelles Formation). This process can take up to 10 working days following submission of the request.

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). Therefore, we warmly encourage and invite persons with a minority ethnic background and/or a disability to apply to this position.

TRAINEESHIP DESCRIPTION

Communication

- Participate in successful design and dissemination of Equinet outputs, including newsletters and publications.
- Work on monitoring and evaluation Equinet's online presence, using Google Analytics and other relevant tools.
- Support the development of the Equinet websites as regards content creation and implementation.
- Assist the development and upload of relevant social media content, as well as maintenance of social media accounts (Linked In, Twitter, Facebook, Youtube).
- Aid in membership management and communication between the Equinet secretariat and Equinet members, including the development of a members' area.

Events

- Use your project management skills to contribute to the successful development and delivery of the Equinet events (conferencers, webinars, workshops etc.) planned for the period covered, with a particular focus on the communication 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, focusing in particular on the communication analysis.

Other tasks

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

PROFILE SPECIFICATION

Essential skills and profile features

- Education background relevant for communication work in the field of equality
- Limited traineeship experience – maximum two previous traineeships
- Excellent command of (written and spoken) English
- Technical / digital skills connected to website content and social media management and analysis
- Excellent organisational skills with an eye for detail, and a sense of initiative
- Strong interpersonal and problem-solving skills
- Ability to work in a team and with professionals in an international / multicultural environment
- Personal commitment to non-discrimination, equality and human rights

In addition, you must meet all the conditions required by the Convention d'Immersion Professionnelle under Belgian law to enjoy the traineeship programme:

- Recent graduate in a field of studies related to the responsibilities at stake in the position
- Less than 30 years old
- Already living in Belgium or authorised to work in Belgium

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
- Using your communication skills to promote equality and non-discrimination across Europe
- Applying skills to help the smooth running of Equinet capacity building events
- 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
- Opportunity to participate in European-level Equinet events designed for experts from Equality Bodies and external stakeholders
- A supportive and safe work environment that celebrates your individual talents and welcomes you as part of the team

APPLICATION

Under the legal internship scheme used, candidates should be less than 30 years old, recent graduates (**do not apply if you have not finished your studies, thesis included**) in a field related to the responsibilities required for the position and **already have the legal right to work in Belgium (non-EU citizen already legally registered in Belgium or EU citizen)**.

If you fit these criteria, we welcome your application and invite you to please fill out the online application form and submit, together with your latest CV (both in English), by 6 June at 23:59 CET.

Candidates will be shortlisted for an online interview based on the relevance of their background for this position, their expressed motivation for the tasks and responsibilities at hand, and their earliest availability.

Please note that only shortlisted candidates will be contacted for an interview, which will take place on 22 June, either online via Microsoft Teams, or in person, should you already be in Brussels.