

# Communication and Membership Trainee

**August 2024 – February 2025**

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 2024 - February 2025**, in order to assist the team of 12 staff members. The trainee will in particular assist the Communication and Membership team in carrying out activities and tasks related to the delivery of the activities planned in 2024/5.

This is a **fulltime (38 hours/week) paid traineeship** to be performed remotely and at the **Equinet Secretariat, located in Brussels, Belgium**. The traineeship fits into the framework of a Convention d'Immersion Professionnelle under Belgian law. **Under the legal internship scheme used, candidates should:**

- be 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).

This program offers a monthly compensation of EUR 1,300 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 is a hybrid program, requiring presence at a minimum 2 days/week in the office in Brussels. This position might require travel to attend Equinet events organized in other EU countries. The traineeship 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

### Equinet outputs

- Prepare publications or other materials relating to Equinet, Equality Bodies, and Standards for Equality Bodies for various target audiences (edit, proofread, layout, and printing)
- Ensure preparation of relevant Equinet materials to inform and promote the learning from our outputs, and about Equinet and Equality Bodies generally, and their subsequent dissemination to relevant audiences (with the input of Equinet staff and members)

### Website and E-Communication

- Maintain, produce, and process content for Equinet's websites (equineteurope.org & ai.equineteurope.org) using WordPress and Drupal, with inputs from Equinet staff and members
- Plan and curate Equinet's main social media channels based on impact & relevance for target audiences
- Support development and dissemination of newsletters
- With the input and support from the Communication and Membership Team, develop a centralized online platform on SharePoint for the Equinet Secretariat's internal organization and exchange of information

## Membership Engagement & Communication

- Develop a strong understanding of the Equinet membership which can be leveraged to deliver better services to members
- Assist in Board relations and governance tasks
- Support the implementation of the membership strategy
- Support in membership management and communication, in particular by assisting in the improvement and implementation of an interactive CRM/membership management and communication tool
- Promote the range of activities carried out by Equinet members, especially through the Equinet website, social media, and publications

## Events

- Contribute to the successful development and delivery of the Equinet events (conferences, webinars, workshops etc.) planned for the period covered, with a particular focus on the communication aspects
- Support preparation and follow-up of the Working Group on Communication meetings
- Take minutes and support the production of event summaries
- Attend some external events on behalf of Equinet and report back to the team

## Other tasks

- Any additional tasks in consultation and discussion with the Communication Officer and team as appropriate.

## Profile specification

### Essential skills and profile features

- Education background in communication or other field relevant to communication work in the field of equality
- Limited traineeship experience – maximum two previous traineeships
- Excellent command of (written and spoken) English
- Social media management and analysis (Twitter, LinkedIn)

- Technical/digital skills in data management systems and/or customer relationship management system (CRM), SharePoint, plus one or more of the following systems currently in use (preferable): WordPress, Drupal, Adobe Suite, MailChimp
- Excellent organisational skills with an eye for detail, including event-planning skills, 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
- 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
- Experience working with membership-based organisations

### 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 (in Brussels or other EU countries) 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 process and important dates

Under the legal internship scheme used, candidates should be 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 this online application form](#) and submit it, together with your **latest CV and portfolio (both in English), by Wednesday, 26 June at 23:59 CEST**.

**The portfolio should illustrate your past work on social media, website management, as well as designing, formatting, writing and all other relevant experience for this position. Include links, if applicable.**

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 between Wednesday, 3 July and Friday, 12 July online via Microsoft Teams or in person at the Equinet office in Brussels.**

**Contemplated starting date for the traineeship: 19 August 2024.**