



Paid Internship at the Association of European Cancer Leagues (ECL)

Organisation: Association of European Cancer Leagues (ECL)

Job title: Communications & Community Intern

Type of Contract: [Convention d'Immersion Professionnelle](#)

Duration: 6 months (possibility to extend for a further 6 months)

Location: Brussels, Belgium

Starting date: March/April 2022

About ECL

The [Association of European Cancer Leagues](#) (ECL) provides a unique platform as the only organisation with the mission of uniting, at the European level, national and regional cancer leagues to achieve a cancer-free Europe. To learn more about ECL, please visit our website: www.cancer.eu and read our latest [Membership Booklet](#).

About the role

ECL is seeking a proactive, flexible, and enthusiastic professional to join our tight-knit team in Brussels. The successful candidate will have the exciting and challenging task of (i) managing ECL's '[Youth Ambassadors for the European Code against Cancer programme](#)' (ii) supporting [ECL's communication efforts](#) and (iii) helping with the [coordination of ECL's working groups](#).

The position is **available for a period of 6 months with the possibility of extension by a further 6 months**. The post is **full-time (38hr/week)** and is offered in accordance with Belgian national legislation: **829,20€/monthly allowance plus standard workplace benefits**.

This is an **entry-level position targeted towards recent graduates**. The position provides horizontal support to the ECL secretariat and is supervised by the Cancer Prevention Manager and the Communications Officer.

All applicants must be qualified, eligible, and able to work in Belgium without requiring a work visa. We are, unfortunately, not able to provide financial assistance to relocate to Brussels.

What will you do?

- **Community-building** – coordinate the [Youth Ambassadors programme](#) ensuring that Youth Ambassadors are updated on activities and opportunities and reporting on individual and joint activities, lead joint campaigns to recognise international campaigns (eg. [European Week Against Cancer](#)), coordinate periodic meetings and conference calls to monitor the progress of the programme, and organise the annual (digital) summer school in early September 2022.
- **Communication & dissemination** - support the creation and distribution of communication tools (such as emails, newsletters, website content & social media content), the development and implementation of communication plans, the maintenance and update of web pages, and the implementation of relevant tasks for EU-funded projects.
- **Social media management** – curate the official social media handles of the [European Code Against Cancer \(ECAC\)](#) on Twitter (@cancercode), Facebook (@europeancancercode) and Instagram (@cancercode) and keep content calendars updated.
- **Event management** –support the organisation, management and evaluation of physical and virtual meetings, conferences, webinars as well as the preparation of (follow-up) materials and reports for other engagement activities.
- **Admin & Working Group coordination** – contribute to the implementation of the action plans of ECL's working groups, ensuring members are up to date and engaged with the activities of the groups.



Who are we looking for?

- You have an excellent command of written and spoken English (**minimum CEFR Level B2**)
- You are **educated to degree level** (*essential*) in a subject relevant to the activities of the position (eg. communications, marketing, public relations, journalism, or any related disciplines) (*desirable*)
- You are **computer and internet literate** and have a good command of MS Office package (Outlook, Excel, Word & PowerPoint)
- You have knowledge of Canva, Venngage and Wordpress (*highly desirable*)
- You are a **team player** with excellent inter-personal skills
- You are **well-organised**, practical-minded and able to prioritise a busy and varied workload
- You have an independent, **self-starter personality** and are willing to take initiative
- **You must be eligible to work in Belgium without requiring a visa**

What do we offer?

- Obtain practical knowledge on running a youth network
- Gain insight into the workings of NGO communications and lobbying at the EU level
- Develop a solid understanding of external communications practices and practical knowledge of communication tools and software
- Understand EU policy-making and the dynamics between the EU Parliament, Council and Commission
- Experience high-profile event management first-hand and attend high-level events
- Benefit from training opportunities
- Friendly, dynamic, and multi-cultural team and international working environment

How do I apply?

Applicants should **send an email** to the ECL secretariat - ECL@europeancancerleagues.org - with the following subject line: "ECL CC Internship: [YOUR NAME & SURNAME]". Please include the following two files as attachments (do not include any other attachments):

- 1) A **CV**, with filename SURNAME_FIRSTNAME_CV
- 2) A **motivation letter**, one page maximum, with filename SURNAME_FIRSTNAME_ML

Please note: applications that do not follow these instructions will be disregarded.

Deadline: **Friday 21 January 2022 (23:55 CET)**

Interviews with shortlisted candidates will take place via teleconference (Zoom) shortly after the deadline. The interview will be followed by a written test on the same day. **Only shortlisted candidates will be contacted. Due to the high volume of applications anticipated, we are unable to provide individual feedback and confirmation of receipt.**

The **successful candidate** will be expected to start working at the end of March or the beginning of April. *As long as the COVID19 measures impact working arrangements, the internship may begin with remote working outside of Belgium, however, we expect the successful candidate to relocate to Brussels for this position.*