

**Are you a Master student or a student in the final year of Bachelor programme interested in gaining hands-on experience in the area of communications and event management in an international NGO?**



**Priority is given to Erasmus+ Placement holders**

**coming from**[**UNICA member universities**](http://www.unica-network.eu/page/members-and-contacts)

As a trainee, you will take active part in the day-to-day running of our small but multinational office, have a chance to improve your communication & language skills by working closely with our team, and get exposure to the varied activities and projects of our Network that have a real impact on the functioning of Higher Education institutions.

**TIME & COMMITMENT**

**Start date**: The internship will start **as soon as possible and preferably in October 2019.**  
**Duration of the internship**: minimum 3 months. **Commitments of longer duration (6 months or longer) are preferred.**  
**Working hours**: 30 hours per week (5 days x 6 hours).

**LOCATION**: UNICA Secretariat, c/o University Foundation, Rue d'Egmont 11, Brussels, Belgium

**REIMBURSEMENT OF EXPENSES**: Please note that this is a **non-remunerated position**. Apart from Erasmus+ traineeship grant, our trainees receive a **monthly reimbursement of expenses (€350) and a monthly public transportation pass.**

**DESIRED PROFILE**

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**Required:**

* Master student or a student in the final year of Bachelor programme in communication sciences, journalism, English language;
* Very good verbal and written command of English;
* Very good writing and communication skills, with an ability to distinguish between formal and informal registers;
* Initiative and enthusiasm to learn, ability to take initiative and to work independently as well as within a team.

**Desirable:**

* Proven interest in social media & online communication;
* Proven interest in the EU affairs and European policies in the area of Higher Education and Research;
* Basic knowledge of graphic design software (Illustrator, Indesign, Photoshop/Lightroom) and experience in creating simple visual content (announcements, headers and visuals for social media);
* Knowledge of French is an asset.

**SUPERVISION**: The trainee will work closely with the Project & Communications Officer and other members of the Secretariat team.

**TASKS**

* Supporting UNICA online publications (websites and newsletter);
* Managing social media accounts (Facebook, LinkedIn, Instagram, Twitter);
* Updating & managing content of the UNICA database and online platforms (staffmobility.eu, UNICA Summer & Winter Schools Portal);
* Supporting the organisation of UNICA events;
* Supporting the management and dissemination of ongoing EU projects in which UNICA is coordinator or partner;
* Occasionally attending Brussels-based events organized by the European Commission, European Parliament, and other partner organisations;
* Other office and/or administrative duties as required.

**HOW TO APPLY?**

* Please send your CV and a cover letter to: [office@unica-network.eu](mailto:office@unica-network.eu) with subject: “Application UNICA Communications traineeship” **by  30 September 2019.**
* Your cover letter should state clearly your motivation to work at UNICA and your suitability for the position; generic cover letters or applications without cover letters will not be taken into consideration.
* Please note that **only shortlisted candidates will be contacted for an interview**.

**Any questions?** Please contact: [office@unica-network.eu](mailto:office@unica-network.eu)