

Communications internship

Ecsite – European Network of Science Centres & Museums

Ecsite is offering a Communications Internship in the executive office based in Brussels. The role is offered under the Belgian “Convention d’Immersion Professionnelle” framework, providing a unique opportunity to obtain work experience. The position is offered for a period of six months.

About Ecsite

Ecsite brings together more than 320 organisations all committed to inspiring people with science and technology and driving science engagement forward with professional events, projects and publications.

Ecsite connects, inspires and empowers science engagement organisations and professionals, extending the reach and strengthening the impact of their work.

Ecsite is committed to the following global challenges:

- The climate and biodiversity crisis
- Misinformation and trust in science
- 21st century skills
- Inclusion and equity
- Health and wellbeing

For more information www.ecsite.eu

The role

The Communications Intern will provide support to the Communications Manager & Communications Assistant and will attend the Ecsite flagship Conference in Malta in June 2023, which brings together over 1,000 participants from more than 50 countries. The Communications department is responsible for B2B Communications, Membership Management & the Tradeshow. Work is varied and can be for any of these aspects.

Specific tasks will include:

- Supporting the monthly development & distribution of 3 different newsletters
- Supporting the communications team before, during and after the 2023 Ecsite Conference in the following areas:
 - Preparation of the Conference app
 - Updates on the website
 - Social media communications
 - The Trade show organisation, welcoming exhibitors
 - Information giving & service provision at the Ecsite booth
 - Collation and formatting of documents, letters, presentations, reports
 - Administrative tasks
 - Preparation of communications
- Supporting the communications team for the International Directors Forum preparation, website development and other tasks as required.
- Providing adhoc support to other departments where necessary

Profile

- Excellent written and spoken English
- Strong communication skills, both orally and written – within the team and towards external audiences
- Ability to synthesise, organise and present ideas
- Attentive to details, meticulous and very well-organised
- Ability to work independently, ability to prioritise and manage multiple tasks efficiently
- Can-do attitude, flexible, team player, resourceful and service-oriented
- Tech-savvy, strong computer skills, especially powerpoint, Excel & word
- Applicants should have the right to live, travel and work in Belgium.

Duration

6 months from April 2023

Placement venue

Avenue Louise 89, 1050 Ixelles, Belgium

Compensation

This is a paid position for 6 months, full-time with a salary of up to EUR 1000/month depending on the candidate's situation under the "Convention d'Immersion Professionnelle" framework.

Compensation also includes meal vouchers to the value of €7 per worked day.

Interested?

Please submit a cover letter explaining your interest in interning at Ecsite, and your current CV to Florence Boivin at fboivin@ecsite.eu, quoting 'Communications Internship' in the subject line.

Apply by the end of 22 March 2022. Due to the large number of applications we receive, only shortlisted applicants will be contacted for an interview and will undergo a short written test.