

Communications and events internship opportunity in European NGO

[Ecsite](#) is the European network of science centres and museums. We represent more than 315 organisations across Europe and the world, active in what we call 'science engagement': communicating scientific subjects and skills to the public and facilitating democratic dialogue between science and society. Our friendly Brussels office is looking for a communications and events planning intern for academic year 2020-21.

Profile

- Excellent written English
- Ability to synthesise, organise and present ideas
- Good organisational skills
- Interest for different types of media: web, social media, print... experience in writing for these is a plus
- Curiosity
- Ability to work as a team
- Current enrolment for a masters' degree
- Note: no background in 'hard sciences' required

Tasks and projects

To be discussed depending on each intern's interest and office priorities. You will be working on a diversity of assignments.

Recurring tasks you will be involved in:

- Writing news & writing up interviews for the website and our digital magazine, [Spokes](#)
- Publishing on social media platforms
- Assisting the planning of events
- Servicing our members: keeping contact databases up to date, spreading information, relaying calls...

Mid or long-term projects you might get involved in:

- Preparations for our 2021 Ecsite Conference (June 2021)

Why join?

- Gain experience in journalistic writing and writing for social media
- Assist in the planning of large-scale international events
- Discover communications and events planning roles in the non-profit sector
- Attend the 2021 Ecsite Conference in Stavanger
- Get a glimpse of the Brussels EU-scene
- Enjoy our office's friendly atmosphere

Duration

5 months full time or 1.5 – 2 days per week for longer period – to be discussed

Start: beginning of March 2021

Placement venue

Avenue Louise 89, 1050 Ixelles (near place Stéphanie).

Please note that due to the current pandemic we have a flexible remote/office work schedule.

Interested?

Email your CV and a brief cover letter (both in English please) to Raquel da Cunha, Communications and Events Manager (rdacunha@ecs site.eu). Shortlisted candidates will be invited for an interview.

Don't hesitate to call for more details (+32 2 649 73 83).

Apply **by the end of Friday 30 October**. Shortlisted applicants will be interviewed online, between 12 and 18 November and will undergo a short written test. *Please note that this is an unpaid internship.*