

Six-month Communications Internship

Terms of Reference

Euro Coop is the voice of the cooperative retailers in Europe. Our associations brings together the national associations of consumer cooperatives in 19 European countries, which represent 4,500 local/regional cooperatives, employing 500,000 citizens across Europe, operating 36,000 stores, which serve 32 million consumer-members daily. Euro Coop's members together are Europe's strongest retail force – accounting for € 76 billion in annual turnover from sales.

Euro Coop's Secretariat in Brussels represents the interests of its members before the European Institutions and facilitates the inter-member exchange between the national associations.

More information is available at www.eurocoop.coop

We offer a 6-month working experience within communications

The communications intern coordinates Euro Coop's communication tools on a daily basis and is in direct supervision of the Secretary General. Furthermore, in coordination with the other team members of Euro Coop, the officer makes sure that internal and external communications are precise and effective.

We are offering a six-month contract under Belgian law (contrat d'immersion professionnelle). A work contract might be offered at the end of the internship period.

Main tasks and responsibilities

- ✦ Set up and continuously develop a communication plan that fits the organisation's overall strategy
- ✦ Liaise with external service providers and suppliers for activities related to communications (graphic designers, web developers...)

Management of communication tools

- ✦ Maintain and continuously develop Euro Coop's offline and online communication tools
- ✦ Produce content to be shared through existing communication tools, also in coordination with other departments
- ✦ Monitor the effectiveness of each communication channel and come up with proposals for improvement
- ✦ Ensure an effective implementation of Euro Coop's visual identity
- ✦ Manage the contact database and mailing lists

Press & media relations

- ✦ Develop relations with the press and maintain the media database;
- ✦ Draft and issue press releases.

Ad hoc activities (events, communication campaigns, publications)

- ✦ Coordinate the communication activities related to Euro Coop's events;
- ✦ In collaboration with other departments, carry out specific communication activities, such as campaigns, publications; etc.
- ✦ Liaise with external service providers.

The skills and experience that we are looking for:

- ✦ University degree of at least three years in a relevant field
 - ✓ an advanced university communications degree and/or international relations is an asset;
- ✦ Ability to communicate clearly and concisely, especially in a written form;
- ✦ Excellent command of English, both spoken and written;
 - ✓ additional language skills are an asset, in particular French;
- ✦ Experience in conducting research with good report writing skills;
- ✦ Knowledge of the functioning of the EU;
- ✦ Acquaintance of social media and creation/management of websites is an asset;
- ✦ Ability to work in a small, multi-cultural team;
- ✦ Perfect command of Microsoft Office package; ability to use graphic design related software is an asset;
- ✦ Capacity to work autonomously, while remaining in the organisation's strategic framework;
- ✦ Availability for travelling.

Interested to apply?

If you are interested in this position, please submit the application form as well as your CV to info@eurocoop.coop. Considering the large amount of applications that we receive, only shortlisted candidates will be contacted.

Closing date for applications: **16 September 2016**

Interviews will take place on **27-29 September 2016**

Expected starting date: **3 October 2016**

Minimum remuneration: **€ 750 net/month + meal vouchers**