

### **Solidarity Corps Trainee Placement**

Organisation:	Association of European Cancer Leagues (ECL)
Duration:	3 – 6 months
Location:	Brussels, Belgium
Starting date:	September 2018
Application deadline:	24 June

The Association of European Cancer Leagues (ECL) has an immediate position for a full-time European Solidarity Corps trainee placement based at the ECL secretariat in Brussels.

The traineeship is available for a minimum of 3 months up to a maximum of 6 months, with a desired starting date of 1 February 2018 or as soon thereafter as possible.

The post is full-time (38hr/week) and is offered in accordance with Belgian national legislation for trainee placements: 751€/month, plus travel and subsistence allowances.

All applicants must be qualified, eligible, and able to work in Belgium, and must be registered in the European Solidarity Corps portal. We are unfortunately not able to provide financial assistance to relocate to Brussels/Belgium.

#### **Role and responsibilities**

The role of the European Solidarity Corps trainee is to support the ECL secretariat in delivering its ambitious work plan for 2018. The trainee will have a dual role in assisting the EU policy and projects officer with tasks relating to the MEPs Against Cancer interest group of the European Parliament, and ECL's current working groups, and will be asked to take responsibility for managing [ECL's 'Youth Ambassadors'](#) programme during their placement period.

Responsibilities include:

- Event management – support the organisation and management of ECL meetings, handling promotional material, invitations, registration processes and supporting the logistics. This may involve travel outside of Brussels;
- Communication – add-value to the secretariat by monitoring and updating ECL's communication channels, such as the website, Facebook pages, twitter accounts, etc.; support the secretariat with designing, editing, proof-reading and finalisation of publications;
- Youth Ambassadors programme – coordinate the programme ensuring that ambassadors are kept regularly up to date on activities and opportunities, contribute to the planning of events and activities, and support the secretariat in monitoring the strategic objectives of the programme.

## **Profile**

- You hold minimum a bachelor degree in a relevant field;
- You have excellent written and verbal communication skills in English (ideally, close to native speaker level), knowledge of other European languages is desirable;
- You can work on multiple tasks simultaneously to meet rapidly changing projects and priorities;
- You have a proactive attitude, and are willing to take the initiative.

## **Background**

The Association of European Cancer Leagues (ECL) is a non-profit, pan-European umbrella organisation of national and regional cancer societies. Located in Brussels, ECL provides an exclusive platform for members to collaborate with their international peers, primarily in the areas of cancer prevention, tobacco control, access to medicines and patient support, and creates opportunities to advocate for these issues at the EU level.

## **Applications**

Applications should be submitted through European Solidarity Corps portal:

[https://europa.eu/youth/solidarity\\_en](https://europa.eu/youth/solidarity_en).

You must be registered in the European Solidarity Corps portal and completed your profile information.

To apply and find more information about ECL traineeship placement, visit:

[https://europa.eu/youth/solidarity/placement/7176\\_en](https://europa.eu/youth/solidarity/placement/7176_en)

Interviews (Skype or in person) will be held in early July 2018. Due to the high number of applications, we will only contact shortlisted candidates.