

Paid Internship at the Association of European Cancer Leagues (ECL)

Communications & Community Intern

Organisation: Association of European Cancer Leagues (ECL)

Type of Contract: [Convention d'Immersion Professionnelle](#)

Job title: Communications & Community Intern

Duration: 6 months (possibility to extend for a further 6 months)

Location: Brussels, Belgium

Starting date: late September/ early October 2021

About ECL

The [Association of European Cancer Leagues](#) (ECL) is one of the most prominent civil society organisations active in cancer policy at European level. ECL is the umbrella organisation of cancer leagues across the WHO European region and a driving force to advance cancer prevention, access to medicines and patient empowerment, as well as to influence EU health policies. ECL was founded in 1980 and is a non-governmental, non-profit organisation with a secretariat based in Brussels. ECL currently unites, supports and represents 30 members, which are national and regional cancer societies, who together employ more than 8,000 people and over 300,000 volunteers. They spend more than €750 million every year to fight cancer and represent over 570 million citizens. ECL engages in advocacy and lobbying and participates in EU-funded projects and joint actions. We organise educational and policy events, and capacity-building initiatives. We invite you to read our latest [Membership Booklet](#) and [Annual Report](#), as well as visit our [website](#).

About the role

ECL is seeking a proactive, flexible and enthusiastic young professional to join our tight-knit team in Brussels. The successful candidate will have the exciting and challenging task of managing ECL's '[Youth Ambassadors for the European Code against Cancer](#)' programme and supporting [ECL's communications activities](#) and the coordination of [ECL's working groups](#).

The position is **available for a period of 6 months with the possibility of extension by a further 6 months**. The post is **full-time (38hr/week)** and is offered in accordance with Belgian national legislation: **812,90€/monthly allowance plus standard workplace benefits** (lunch vouchers at a rate of **8€/day** and monthly **public transport pass** for Brussels).

This is an **entry-level position targeted towards recent graduates** reporting to the [Cancer Prevention Manager](#) and working in close collaboration with the [Communications Officer](#).

All applicants must be qualified, eligible, and able to work in Belgium without requiring a work visa. We are, unfortunately, not able to provide financial assistance to relocate to Brussels.

What will you do?

- **Community-building** - manage the [Youth Ambassadors \(YAs\) programme](#) ensuring that YAs are updated on activities and opportunities and reporting on individual and joint activities, lead joint campaigns to recognise [World Cancer Day](#) and the [European Week Against Cancer](#) and coordinate periodic meetings and conference calls to monitor the progress of the programme.
- **Event management** - support the ECL Secretariat with the organisation, management and evaluation of physical and virtual meetings, conferences, webinars as well as the preparation of (follow-up) materials and reports for other engagement activities.
- **Communication & dissemination** - support the ECL Secretariat with the creation and distribution of communication tools (such as newsletters, website content, social media content), the development and implementation of communication plans, the maintenance and update of social media handles and web pages, the implementation of relevant tasks for EU-funded projects and joint actions.
- **Admin & coordination** - contribute to the implementation of the action plans of ECL's working groups, with a focus on the [ECL Prevention & Early Detection Working Group](#), ensuring members are up to date and engaged with the activities of the groups.



Who are we looking for?

- You have an excellent command of written and spoken English (**minimum CEFR Level B2**)
- You are **educated to degree level** (essential) in a **subject relevant to the activities of the position** (eg. communications, marketing, public relations, journalism, or any related disciplines) (desirable)
- You are **computer and Internet literate** and have a good command of MS Office package (Outlook, Excel, Word & PowerPoint)
- You have knowledge of Venngage, Canva and Wordpress (desirable);
- You are a **team player** with excellent inter-personal skills;
- You are **well-organised**, practical-minded and able to prioritise a busy and varied workload;
- You have an independent, **self-starter personality** and are willing to take initiative.
- **You must be eligible to work in Belgium without requiring a visa.**

What do we offer?

- Gain insight into the workings of NGO communications and lobbying at the EU level
- Obtain practical knowledge on running a youth network
- Develop a solid understanding of external communications practices and practical knowledge of communication tools and softwares
- Understand EU policy-making and the dynamics between the EU Parliament, Council and Commission
- Experience high-profile event management first hand and attend high-level events
- Benefit from external training opportunities
- Friendly, dynamic, and multi-cultural team and international working environment

How do I apply?

Applicants should **send an email** to the ECL secretariat - ECL@europeancancerleagues.org - with the following subject line: "ECL Communications & Community Internship: [YOUR NAME & SURNAME]". Please include the following two files as attachments (do not include any other attachments):

- 1) A **CV**, with filename SURNAME_FIRSTNAME_CV
- 2) A **motivation letter**, one page maximum, with filename SURNAME_FIRSTNAME_ML

Please note: applications that do not follow these instructions will be disregarded.

Deadline for applications: 29 August 2021

Interviews with shortlisted candidates will take place via teleconference (Zoom) in the week commencing **6 September 2021**. The interview will be followed by a written assignment on the same day. *Only shortlisted candidates will be contacted. Due to the high volume of applications anticipated, we are unable to provide individual feedback.*

The successful candidate will be expected to **start working at the end of September** or the beginning of October. *As long as the COVID-19 measures impact working arrangements, the internship may begin with remote working outside of Belgium, however, we expect the successful candidate to relocate to Brussels for this position.*