

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

Organisation: Association of European Cancer Leagues (ECL)

Type of Contract: Convention d'Immersion Professionnelle

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

Location: Brussels, Belgium

Starting date: February 2021

About ECL

The **Association of European Cancer Leagues** (ECL) provides a unique platform as the only organisation with the mission of uniting, at the European level, national and regional cancer leagues to achieve a cancer-free Europe. To learn more about ECL, please visit our website: www.cancer.eu

About the role

ECL is seeking a dynamic, efficient and enthusiastic 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 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**.

This is an **entry-level position targeted towards recent graduates**. The position provides horizontal support to the ECL secretariat and is supervised by the Cancer Prevention Manager.

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 programme ensuring that Youth Ambassadors 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.

WG coordination - contribute to the implementation of the action plans of ECL's working groups, ensuring members are up to date and engaged with the activities of the groups.

Event management - support the ECL Secretariat with the organisation and management of (physical/virtual) meetings as well as the preparation of materials and reports for other engagement activities.



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 (desirable)
- You are **computer and Internet literate** and have a good command of MS Office package (Outlook, Excel, Word & PowerPoint), knowledge of Canva, Venngage and Wordpress is highly 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?

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

How do I apply?

Applicants should **send an email** to the ECL secretariat - ECL@europeancancerleagues.org - with the following subject line: "ECL Internship: [YOUR NAME]". 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: **Friday 4 December 2020**

Interviews will take place via teleconference with shortlisted candidates shortly after the deadline. The interview will be followed by a written test 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.