



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

Location: Brussels, Belgium

Starting date: February 2020

About ECL

The [Association of European Cancer Leagues](http://www.cancer.eu) (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 an ambitious, energetic and enthusiastic young professional to join our tight-knit team in Brussels. The successful candidate will have the exciting and challenging task of managing and nurturing ECL's ['Youth Ambassadors for the European Code against Cancer' programme](#). S/he will also have an important role in assisting with tasks related to ECL's international projects. The working language at ECL is English. Overarching direction and role objectives will come from ECL's Senior Cancer Control Officer.

NB. this is an entry-level position particularly targeted towards recent graduates and young professionals.

The position is available for a maximum period of 6 months, with a desired starting date during February 2020. The post is full-time (38hr/week) and is offered in accordance with Belgian national legislation for junior positions: allowance 796,91€/month, plus monthly local travel subscription (50€/month) and meal vouchers (7€/working day). **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.

Tasks & Responsibilities

The precise nature of activities will depend on the changing priorities during the time of the placement. However, responsibilities shall mostly cover the following areas:

Community-building – ensure that the Youth Ambassadors are kept regularly up to date on activities and opportunities, contribute to the planning, logistics and communication of events and activities and to the monitoring and evaluation of the Youth Ambassadors programme. Coordinate joint campaigns (e.g. World Cancer Day, European Week Against Cancer), meetings and conference calls.

Event management – support the ECL Secretariat with the organisation and management of ECL meetings as well as the preparation of materials and reports for events and other engagement activities. Representing ECL at external conferences. This may involve travel outside of Brussels.



Profile & Eligibility Criteria

- [You must be eligible to work in Belgium without requiring a visa.](#)
- You have an excellent command of written and spoken English (**minimum CEFR Level B2**), knowledge of other European languages is highly 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 and are able to coordinate tasks and work well with other people;
- You have a proactive attitude and are willing to take initiative;
- You can work on multiple tasks simultaneously to meet rapidly changing priorities;
- You are able to work independently, think critically and have excellent organisational skills and attention to detail;
- You are educated to degree level in a subject relevant to the activities of the position (*desirable*).

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 29 November 2019**

Interviews will take place via teleconference with shortlisted candidates shortly after the deadline.

Please note: Only shortlisted candidates will be contacted. Due to the high volume of applications anticipated, we are unable to provide individual feedback.

