



Communication Assistant Traineeship (Brussels) EQUINET – European Network of Equality Bodies

Application package

1. GENERAL INFORMATION

EQUINET, the European Network of Equality Bodies, brings together specialized equality bodies from across European countries to promote equality and combat discrimination in the areas covered by the EU Equal Treatment legislation (gender, racial or ethnic origin, religion or belief, disability, age or sexual orientation).

Equinet is offering a **paid 5-month traineeship for the period start September 2010 to January 2011** to assist the Equinet Secretariat (small team based in Brussels) with developing and producing the website and publications, and assisting the Policy Officer in the fields of equal treatment and human rights legislation as required.

This is fulltime paid traineeship for a limited period (start from September 2010 to January 2011) to be performed at the **Equinet secretariat, located in Brussels, Belgium**. Equinet offers the stage / traineeship in the framework of a *Convention d'Immersion Professionnelle* under Belgian law (paid remuneration max. €700 + *tickets restaurant/cheques repas*).

The **starting date** will be as soon as possible - **start from September 2010**.

2. TRAINEESHIP DESCRIPTION – Communication Assistant

Responsibilities will include:

- Assistance in producing, developing and posting website content via CMS
 - Maintenance and developing Equinet lists of contacts and database
 - Assistance with media monitoring on EU anti-discrimination legislation and in various other research and writing related tasks
 - Assistance in producing Equinet e-newsletter and print materials, including various Equinet publication reports
 - Support in the office and financial administration of the Equinet Secretariat (telephone and mailing, travel and meeting arrangements) when necessary
 - Support in organizing a training seminar (October 2010), the Annual General Meeting (November 2010) and internal meetings
 - Assistance in monitoring developments in equal treatment and human rights legislation, case law and policies at the European level
 - Assistance with the flow of documentation and information on equality legislation, case law and policies within the network and website
 - Support in communication between the Equinet secretariat and its members and between working groups
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3. PROFILE / PERSON SPECIFICATION - Requirements

Essential required skills and profile

- Fluency in English (spoken and written language)
- Relevant further education (e.g. communication, journalism, international affairs, political science etc...) or relevant working experience at an equivalent level.
- Advanced computer skills in all Microsoft Office applications (Word-processing, Excel, PowerPoint, Access, etc) and strong skills in Content Management System (CMS)
- Commitment to non-discrimination, equal opportunities and human rights
- Strong organisational and administrative skills
- Interest / Experience / Qualification in European policies and social affairs, project management or communication

Desirable / assets (useful additional experience/knowledge)

- Fluency in French or other European languages
- Good interpersonal skills to build strong relationships with member organisations staff and external contacts
- Ability to work in a small team operating in an international environment.
- Interest in web design and social media

Equinet traineeship offers:

- Work experience in an international and multicultural environment as part of a specialised European membership network
- Opportunity to gain knowledge on anti-discrimination, equality and social inclusion issues at EU policy level
- Developing knowledge of the work of national equality bodies across Europe and the EU institutions and legal framework to tackle discrimination
- Opportunity to participate in (the organisation of) a pan-European training seminar and AGM event and various internal meetings
- An informal working environment in a four-people Secretariat

4. APPLICATION PROCEDURE

To apply as a communication assistant trainee, please send a **cover letter and CV (in English) to jobs@equineteurope.org** (or Equinet Secretariat, 138 rue Royale, B-1000 Brussels, Belgium) addressed to the Executive Director and **clearly marked "Traineeship Communication Assistant"** before **Friday 13 August 2010 (16:00 CET)**

Interviews for shortlisted applicants only are planned to be held in Brussels on 25 August 2010. We regret that only shortlisted candidates will be contacted.

Equinet is an equal opportunities employer and is committed to equal opportunities including irrespective of gender, sexual orientation, religion or belief, race or ethnicity, age or disability.

More information about Equinet: www.equineteurope.org