****

**Public Relations Assistant - Internship**

**EuroGeographics AISBL**

**Brussels, Belgium**

**About EuroGeographics:**

EuroGeographics is the membership Association for the European National Mapping and Cadastral Agencies.

EuroGeographics supports the public good by representing its members’ interests, maintaining networks that help members improve their capabilities and role, and by facilitating access to and use of its members’ geospatial data and services. By providing a single point of contact, we enable government, business and citizens to benefit from their collective expertise, products and services.

**Important information**

* This is a paid internship of 2,5 days per week, stationed in Belgium;
* Duration: from 9 to 12 months;
* Start date: June 2022;
* This internship position is intended for recent graduates or students reaching the end of their studies.

**Position:**

To support the PR Consultant in delivering the communications strategy for EuroGeographics by contributing to a range of activities, to inform and engage with members and external stakeholders, including the European Commission and Parliament.

**Main Mission:**

**Social Media**

* Writing social media posts and captions and updating the social media.
* Creating graphic and visual content for social media.
* Working with the PR Consultant and design agencies to deliver social media campaigns to increase engagement and target new audiences.
* Identifying and sharing relevant content from EuroGeographics members, partners and stakeholders.
* Preparing regular reports on social media reach and engagement.

**Newsletters**

* Supporting the PR Consultant in preparing the external newsletter for stakeholders of EuroGeographics (6 issues a year).
* Supporting the Membership Communications Manager in preparing the membership communications.

**Ad hoc activities**

* Updating EuroGeographics website.
* Providing support for communications materials such as Annual Reviews, Fact Sheets and other publications.

**Your profile:**

**Your skills and mindset:**

* Outstanding communication and interpersonal skills with a strong sense of diplomacy;
* An independent character with the capacity to know when to ask for guidance;
* Thrives in a multi-cultural and international environment;
* You are motivated, proactive and autonomous.

**Requirements:**

**Mandatory**

* Ability to manage and meet deadlines;
* Experience of using social media platforms: Twitter, LinkedIn, Facebook;
* Proficient in Microsoft Office;
* Creativity and an interest in design;
* Professional and proactive approach;
* C1 level in English (working language of EuroGeographics);
* General IT proficiency in order to be able to work in a distributed environment, where 90% of the tasks are done remotely;
* Having the right to live and work in Belgium.

**Appreciated**

* Experience of using Hootsuite;
* Experience of using Canva;
* Any other European (EU and non-EU) language is a plus;
* Some prior work experience is helpful, but not required.

**What we offer:**

* Meal vouchers, eco-cheques, group insurance, refund of public transport;
* Dynamic international, multi-cultural, friendly, and talented team, fostering collaborative and supportive culture;
* The possibility to learn and develop skills next to a seasoned professional
* A work environment where we care for the well-being of our employees;
* Significant autonomy and flexibility in your daily work and schedule;
* Possibility of partial remote working.

**Applications:**

Please send your application (**short motivation letter + curriculum vitae of no more than 2 pages**, **by 28 April 2022** to Matina Fuentes (matina.fuentes@eurogeographics.org) indicating in the subject “PA Assistant Internship – Your full name”.

Due to the expected number of candidatures, only shortlisted candidates will be contacted for an interview. CV and personal data of non-selected candidates are not shared with anyone outside EuroGeographics, unless specifically authorised by the applicant.