

## JOB DESCRIPTION

**JOB TITLE:** Communications Intern  
**REPORTING TO:** Communications Department  
**CONTRACT:** Belgian Internship Agreement (Convention d'Immersion  
Professionnel / Beroepsinlevingsovereenkomst)  
**DATES:** February - July 2022

### Introduction

*The European Transport Workers' Federation (ETF) is the umbrella organisation for transport trade unions in over 40 countries in Europe. As a solid and constant EU social partner in transport sectors, ETF brings the voice of 5 million transport workers to the EU Institutions. We also support our affiliate unions in their social and labour rights campaigns, be it at national or international level.*

*Communications and campaigns are at the heart of the ETF's mission to defend and improve working conditions across Europe. We are looking for an intern for a 6-month period from February to July 2022. Our ETF Congress: All Aboard: Destination Fair Transport! will take place in May 2022 in Budapest, and much of our work will be dedicated to making this event a success. This is a unique opportunity to gain hands-on experience while supporting the ETF Communications Officers with everyday communications and activities dedicated to Congress.*

*Does this sound like something that's right up your alley? Ready to get on board "Destination: Fair Transport"? Great!*

### Here's what to expect and some criteria to fulfil:

*We expect the intern to undertake the following tasks:*

- Participate in and contribute to brainstorming sessions and communications planning
- Draft, edit and publish website content
- Produce and publish social media content
- Create visuals, edit video content
- Gather and edit materials for newsletters
- Research and register relevant press contacts and assist in building press outreach

### We welcome candidates who meet some or all of the following requirements:

- Bachelor's degree in a relevant subject (social sciences, communications, languages, etc.)
- Excellent spoken and written English and at least one other European language would be nice to have, but it is not an absolute requirement
- Relevant experience in communications
- Commitment to workers' rights and trade union values
- Experience of web publishing and social media management
- Experience with Mailchimp
- Experience with digital tools for design, photo-editing or audiovisual production (Knowledge of Canva, Adobe Rush or Premiere Pro and/or other alternatives for video editing and visual design is a plus - our OS is Windows)
- Familiarity with the trade union movement, political communications and *campaigning, European transport policy, or European affairs*
- A creative approach to ideas, messages and political actions
- The ability to work in a multicultural and international team
- Ability to multitask and work on multiple projects

### We offer the following conditions and opportunities:

- An internship agreement per Belgian legal norms (Convention d'Immersion Professionnel/ Beroepsinlevingsovereenkomst)
- Monthly compensation of €900
- 6 days of leave to be taken in agreement with supervisors
- Workplace insurance
- Work trips related to the ETF 2022 Congress
- Regular meetings with a named supervisor to assess progress and assign tasks that will support further learning
- The opportunity to contribute to a key event of one of the biggest European Trade Union Federations based in Brussels

### We believe in equal opportunities

ETF is committed to the principle of equal employment opportunity for all employees, regardless of sex, marital status, nationality, religion, age, sexual orientation and any other characteristics unrelated to the performance of the job. Selection will be per objective; job related criteria and the appointment will be based on applicants' merits and abilities.

**If you wish to apply for this internship**, please send a CV and a short cover letter to Josef Maurer, [hr@etf-europe.org](mailto:hr@etf-europe.org), by 12.00 CET on Friday, 21 January. Make clear how your knowledge, experience and interests make you a suitable candidate. Interviews will take place during the last week of January 2022.

*Brussels, 4 January 2022*