

# Announcement for an ECF Intern in EuroVelo

The ECF is looking for a motivated intern to join its team in Brussels in the EuroVelo stream.

## Who is ECF?

- We are the umbrella federation of Europe's national and regional cycling organisations, representing people in 89 organisations in over 40 countries
- We are the international voice of cyclists in European civil society
- We are the world's largest and best-known international cyclists' advocacy and umbrella organisation
- We are focusing on the development of cycling as an accessible and attractive mode of transport, leisure and tourism for all people

## Internship description

The chosen individual will be part of the EuroVelo stream and will learn, support the work on communications, website management, social media, press relations, attending events, support projects, etc. EuroVelo is a network of 16 long-distance cycle routes connecting all of Europe.

## Specific responsibilities of the EuroVelo intern

- Edit, update and provide content for websites and newsletters
- Handle and provide content on social media
- Do desktop research on various issues
- Write articles for the EuroVelo websites
- Prepare meetings and take minutes
- Help organising events
- Attend events
- Answer requests from the public

## What do we offer?

We offer you a place in an NGO which focuses on promoting cycling and creating a healthier, more sustainable and better world. This will be in an office full of friendly, passionate and international colleagues in the heart of Brussels' European quarter. There are a lot of opportunities to learn and to demonstrate creativity, pro-activity and organizational skills and to work on community building, advocacy and cycling-related issues, but also to build your cycling network.

We offer a 6-month full-time internship. According to Belgian law, we offer a professional internship agreement: "Convention d'immersion professionnelle" (FR) or "Beroepsinlevingsovereenkomst" (NL). The compensation will be €796.90 (gross amount) per month. This internship also includes a training plan, a clear description of the tasks, the expected competences and training possibilities.

The EuroVelo internship should start during the month of June 2019. We'll give preference to candidates who are available asap.

## What do we expect?

Requirement	Essential	Desirable
<b>Experience/ Knowledge</b>	<ul style="list-style-type: none"> <li>■ Editing, updating and providing content for websites and newsletters</li> <li>■ Handling and providing content on social media (particularly Facebook and Twitter)</li> <li>■ Answering requests from the public</li> </ul>	<ul style="list-style-type: none"> <li>■ Working in a communications role (e.g. advocacy, PR, journalism)</li> <li>■ Writing resources and materials for advocacy, political activity, cycling media, voluntary groups etc.</li> <li>■ Database management</li> <li>■ Marketing</li> <li>■ Design (Photoshop, etc.)</li> <li>■ Web development</li> <li>■ EU institutions &amp; decision-making process</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>■ <b>Excellent</b> written and spoken <b>Dutch</b> (native-speaker level) and <b>English</b> (proficient). Applications that do not fulfil this requirement will not be considered.</li> <li>■ Experience with Content Management Systems (editing and updating websites)</li> <li>■ Strong writing skills</li> <li>■ Good time management</li> </ul>	<ul style="list-style-type: none"> <li>■ Additional languages are an asset (e.g. French or German)</li> <li>■ Web (WordPress, Plone) and social media management (Twitter, Facebook, LinkedIn, Instagram...)</li> <li>■ Computer-literate (MS Office, database management, internet tools, social media)</li> <li>■ Ability to multitask</li> <li>■ Strong networking skills (attending events, meetings etc.)</li> </ul>
<b>Personal</b>	<ul style="list-style-type: none"> <li>■ Self-motivated, outcome-oriented team player</li> <li>■ Hands-on attitude, attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>■ Able to set own priorities and deliver within agreed timescales</li> <li>■ Proactive and flexible</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>■ Commitment to the aims of ECF, in particular its aims of improving conditions for cycling and of encouraging people to cycle ("more people cycling, more often")</li> </ul>	<ul style="list-style-type: none"> <li>■ Bicycle user for transport or leisure</li> </ul>

## How to apply?

Please note that you must have the legal right to work in Belgium to be considered for this role.

Please send an email to [hr@ecf.com](mailto:hr@ecf.com) with the subject: "ECF Intern in EuroVelo stream June 2019" and the following two attachments no later than 7 June 2019 (Midnight CET):

- Curriculum Vitae (PDF format - in English)
- Short cover letter (max. one page, PDF format - in English)

Only shortlisted candidates will be contacted and should be available for interview during the week 24 (starting 10 June) or week 25 (starting 17 June), at our office in Brussels or via Skype.

Please be aware that applications missing any of the attachments mentioned above or applicants without excellent written and spoken skills in Dutch (native-speaker level) and English (proficient) will not be taken into consideration.