

Job vacancy: communications traineeship (full-time)

For a duration of six months – starting in January 2022

About ENNHRI and the traineeship

ENNHRI is the **European Network of National Human Rights Institutions**. We bring together close to 50 National Human Rights Institutions (NHRIs) across Europe to enhance the promotion and protection of human rights in the region. Our network provides a platform for collaboration and solidarity in addressing human rights challenges and a common voice for NHRIs at the European level. For more information, visit ennhri.org/about-us.

ENNHRI is looking for a **full-time trainee** to support its communication work for **six months**. The candidate will play an important role in ENNHRI's daily work, and assist the Communications Officer in managing and delivering internal and external communication activities.

Main duties and tasks

- Drafting and updating content for the ENNHRI website and internal members' area.
- Developing and disseminating ENNHRI newsletters.
- Planning and developing social media content (Twitter, LinkedIn and Facebook).
- Creating and/or editing multimedia and graphic design materials.
- Designing and/or producing communication materials, such as infographics and leaflets.
- Planning and engaging in communication activities for events, such as material packages.
- Analytics for communication activities and making recommendations for improvement.
- Monitoring relevant news and media updates on human rights.
- Carrying out general administrative tasks, such as maintaining databases and responding to information requests.

A traineeship at ENNHRI will support the successful candidate in developing their skills for entering the workplace and give them insight into working in a network at the forefront of the European human rights field. Given the high level of competition for the traineeship, please orient your application based on the list of criteria below.

Required criteria

- Excellent command of English, including high-level writing skills.
- Ability to write clearly and translate dense material into concise, understandable text.
- Experience of graphic design (e.g. InDesign, Illustrator, Photoshop, online tools like Canva).
- Experience of video production/editing (e.g. Adobe Premiere).
- Experience of working with social media (Twitter, LinkedIn, Facebook).
- Experience of working with website Content Management Systems (e.g. WordPress).
- Academic or professional experience in communication, human rights, European studies, international relations, or another relevant field.
- Willingness to learn and acquire new skills.

Advantageous criteria

- Experience with Google Analytics or another digital analytics platform - ability to analyse and interpret data to draw strategic insights.
- Experience with MailChimp or another email management platform
- Experience of working in a membership organisation.
- Previous experience with knowledge management.

Terms of employment

This **full-time traineeship** will be offered for six months, **starting in January 2022**. The candidate will work at ENNHRI's Secretariat in Brussels or remotely and receive a Belgian traineeship contract ("Convention d'immersion professionnelle"), with a monthly remuneration of around €1,300. Training will be also provided based on the candidate's needs and interests.

Application procedure

In this [online form](#), please outline why you are applying for the role (**200-word limit**), are qualified for it (**300-word limit**), and submit your CV (**maximum two pages**). You are also invited to provide links to previous work (such as videos, articles, and graphics) in a separate comment box or to attach it if more convenient. Your application question responses and CV must be in English.

The deadline is **Thursday 25 November 2021, 23:59 CET** - applications after this deadline will not be considered. Interviews will be held in late November/early December. Depending on COVID-19 restrictions and candidates' locations, these might take place in person at ENNHRI's Brussels Secretariat or online. We regret that ENNHRI cannot cover any travel costs for the interview.

ENNHRI is an equal opportunity employer. Please contact **Richard Adams**, ENNHRI's Communications Officer - richard.adams@ennhri.org – with questions. Best of luck to applicants!