

## Media and Communications Traineeship

### TRAINEESHIP ADVERTISEMENT

#### Media & Digital Communications Assistant

Amnesty International's European Institutions Office (EIO) is looking for a media & digital communications trainee to support the work of the Head of Media & Communications in delivering and implementing EIO's media and communications work. In doing so under their guidance, the trainee will acquire enhanced skills in these areas of work as well as a deep understanding of how human rights work is dealt with in practice. The successful candidate will join our team in Brussels from mid-September 2014 for ten months until mid-July 2015.

This is an important external-facing traineeship that will increase the impact of the EIO's communications work, by raising the profile of the EIO amongst the Brussels press corps and European Union (EU) stakeholders, in support of the delivery of the office's strategic objectives. The traineeship would suit a highly motivated, organised, professional and creative person who thrives in a fast-paced environment, is flexible and willing to take on new opportunities, and is looking to gain experience in communications work in a multilateral environment. Previous trainees have gone on to hold communications roles in government, work as free-lance journalists, and taken up offers for journalism graduate schemes.

The traineeship implies a number of administrative tasks and requires flexibility with regards to assignments of tasks and level of responsibilities.

Please clearly mention the position you are applying for in the [application form](#) and in the subject line of the email.

#### MAIN ROLES

The successful candidate will report to and support the Head of Media & Communications, and work with the EIO campaigns teams and IT & Communications officer in their functions. Main responsibilities include:

##### I Digital & social media

- Updating [www.amnesty.eu](http://www.amnesty.eu) with regular content, using EIO's content management system. This includes managing the blog space (drafting and editing blog content), and supporting the Head of Media & Communications and the campaigns teams in drafting other content
- Working with the EIO's IT & Communications officer and external provider on technically maintaining [www.amnesty.eu](http://www.amnesty.eu)
- Updating the EIO's social media outlets (Twitter and Facebook). This includes supporting the Head of Media & Communications and the campaigns teams in drafting content, digital stakeholder mapping and engagement, and updating the layouts of the EIO's social media outlets
- The successful applicant will have the opportunity to take on increased responsibility for identifying, commissioning and drafting digital content, and drafting social media strategies over the course of the traineeship in line with their development

##### II Working with the media

- Supporting the Head of Media & Communications in arranging interviews with the Brussels press corps (researching and preparing material for the EIO's spokesperson, preparing media packs, and leading on logistical arrangements)

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- Editing media material including op-eds, press releases, letters, reports and briefings. The successful applicant will have the opportunity to take on increased responsibility for drafting press releases and other material over the course of the traineeship in line with their development
- Updating and maintaining a database of media contacts (including taking the initiative to suggest new contacts based on the media monitoring role)

### III Media monitoring

- Tracking and reporting on daily news relevant to EIO colleagues' EU human rights work. This includes producing a daily morning news summary, ad hoc reporting (breaking news), and supporting the Head of Media & Communications in building profiles and networks of media contacts
- Identifying and distributing relevant media material from Amnesty International's International Secretariat (in London) and country offices to colleagues in the EIO

### IV Planning, organisational, and administrative support

- Producing and circulating a weekly forward look of the Media & Communications team's output
- Supporting the wider office in organising digital actions and protests in Brussels, and additional office tasks as necessary
- Supporting the Head of Media & Communications with meeting arrangements, in taking and drafting minutes, arranging and delivering in-house training, and any other business
- Updating and maintaining files, databases and mailing lists

## SKILLS, KNOWLEDGE AND EXPERIENCE

### Essential

- Fluent written and spoken English, with an eye for detail
- Passionate about protecting human rights
- Demonstrated interest in and understanding of traditional and digital communications (personal or professional experience, and/or education)
- Motivated and creative with a strong sense of professionalism and initiative
- Excellent at communicating and working with a range of audiences
- Excellent prioritisation and planning skills with the ability to work to strict and competing deadlines
- Ability to show flexibility and calmness in the face of competing deadlines and pressure
- A team player with a willingness to contribute to various office tasks
- Strong IT skills (Windows, Word, Internet Explorer)

### Desirable

- Knowledge of the EU's institutional structures and procedures
- Familiarity of the EU's media environment
- Analytical and problem-solving skills