

## TRAINEESHIP ADVERTISEMENT

Amnesty International's European Institutions Office is looking for a trainee to work on our European Campaign on Discrimination. The successful candidate will join our team in Brussels from mid-September 2014 for ten months and will assist the Campaign Coordinator in her respective tasks. In doing so under her guidance, the trainee will acquire enhanced skills in campaigning and lobbying as well as a deep understanding of how human rights work is dealt with in practice.

Amnesty International's Fight Discrimination campaign aims to ensure that all people in Europe enjoy effective protection against discrimination including through campaigning for the effective implementation of anti-discrimination legislation.

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

## TRAINEESHIP DESCRIPTION

**Traineeship Title:** Campaign assistant on discrimination

**Reports to:** European campaign coordinator on discrimination

**Duration:** Ten months (mid-September 2014 to mid-July 2015)

## MAIN ROLES

The successful candidate will report to and support the European Campaign Coordinator on Discrimination, and work with relevant EIO executive officers. The traineeship implies a number of administrative tasks and requires flexibility with regards assignments of tasks and level of responsibilities.

### Main responsibilities include:

#### 1. General

- Draft the monthly internal discrimination newsletter and contributions for the EIO newsletter
- Support drafting sections concerning discrimination in cross-cutting EIO policy documents and briefings for meetings
- Support advocacy work on hate crime and Roma issues
- Map EU policy and legislative developments related to discrimination
- Monitor EU and national developments concerning discrimination, particularly concerning discrimination against LGBTI and Roma people and hate crime
- Prepare replies to queries and requests from EU institutions and AI offices
- Research and analysis for project-related and reactive work, as appropriate
- Attend relevant conferences, hearings and meetings in Brussels
- Liaise with EU officials, member states' representatives, the Council of Europe, AI International Secretariat and national sections and other NGOs
- Help line-manager represent Amnesty International vis-à-vis external stakeholders, as appropriate

#### 2. Campaigning & communications

- Help prepare and develop campaign materials

## Campaign on Discrimination Traineeship

- Help arrange and plan campaigning activities and events
- Help draft action circulars, support documents and guidelines for AI offices
- Assist with the publication of campaign briefings and reports
- Maintain the Fight Discrimination in Europe Campaign website ([www.fightdiscrimination.eu](http://www.fightdiscrimination.eu)), and social media (Fight Discrimination in Europe Facebook page and twitter account)
- Maintain the campaign internal database

### 3. Administrative

- Support the European Campaign Coordinator on Discrimination with meeting arrangements, in taking and drafting minutes, and any other business
- Update files, databases and mailing lists
- Upload documents onto the intranet, dropbox and other information management systems
- Send out briefings, letters and annual reports
- Assist with other administrative tasks

### SKILLS, KNOWLEDGE AND EXPERIENCE

- University degree in human rights, political science, international studies, communications or another relevant discipline
- Experience in supporting advocacy, campaigning and/or communications work preferably in an NGO
- Interest in campaigning for human rights displayed through experience
- Ability to manage varied workload and conflicting demands effectively
- Good planning and organising skills
- Knowledge of EU institutions; experience working with them or working with the Council of Europe an asset
- Strong interest in human rights and current affairs
- Fluency in English, including proficient drafting skills. Proficient French and/or other EU languages an asset
- Excellent written and verbal communications skills and an eye for detail
- Ability to take on set tasks independently and to work as part of a team
- Standard computer skills (knowledge of Windows, Word, Internet Explorer). Website management skills an asset