

Traineeships at the Guild office in 2021-2022

We are currently searching for a **Junior Communications Officer** to join our dynamic and multicultural team in Brussels for a traineeship of 6 to 12 months. This is a unique opportunity for students interested in communications in the public sphere, to work with a small but dedicated team and to engage with a range of different communications teams amongst our member universities in different countries. You will also experience EU policymaking and the fields of research, innovation and education, gaining insights into EU decision-making processes. Traineeships at The Guild also provide an opportunity to learn about the challenges and opportunities that universities face in a rapidly changing policy environment.

Our traineeships are designed for students of The [Guild's member universities, normally at the post-Bachelor's level](#). They are particularly suitable for students who can demonstrate an interest in communications and marketing in a public organisation; an added interest in EU policymaking, national/international politics or in the fields of research, innovation and education would be an advantage.

Role description

The Junior Communications Officer's work takes place at The Guild's office in Brussels. However, during the COVID19 crisis, and upon Belgium government decision, when the office works remotely, he/she will be able to telework from his/her place of residence. It is expected that from 1 September 2021 onwards The Guild's team will be working in its physical office location.

During the traineeship, the Junior Communications Officer reports to the Communications Officer and engages with the following responsibilities:

- Supporting the Communications Officer, and other members of the team, in carrying out the Guild's Communications strategy
- Actively contributing to The Guild's advocacy campaigns and communications functions (including The Guild's website, social media channels and the intranet).
- Supporting the management of our databases to optimize our communications.
- Monitoring and engaging with the communications activities of our member universities, key policy makers, and other stakeholders.
- Preparing content (e.g. articles, pictures, or videos) for publication.
- Supporting the policy team in the coordination of working groups and taking minutes from working group meetings.
- Carrying out specific analytical or research tasks.
- Drafting toolkits and infographics.
- Participating in the planning and organisation of events in physical location as well as on digital platforms.

- Participating in seminars and conferences (online and physical) and drafting event reports
- Supporting the team in different administrative and clerical tasks.

Required skills & qualifications

- At least three years of university studies, preferably in a field relevant to the role.
- Excellent command of oral and written English (knowledge of other EU languages considered an asset).
- Good, practical working knowledge of MS Office systems (especially MS Word, Outlook, Excel and PowerPoint), as well as key social media channels (Twitter, LinkedIn, YouTube).
- Proactive and collaborative mind-set and readiness to work in a high-paced working environment.
- Good communication and interpersonal skills.
- Good skills in analysing policy documents and doing background research.
- Good prioritisation and organisational skills.
- Commitment to the vision and the mission of The Guild.
- Appropriate experience in drafting content for different channels and managing websites.
- Experience in video editing and/or graphic design is an asset.

Preferred skills & qualifications

- Basic understanding of EU policymaking processes and interest in working with European affairs.
- Experience in policy analysis, working in international environments.

Duration and starting date

The duration of the traineeships is six months with possible extension to one year. We currently have openings from 1st September 2021 or date to be negotiated. Please note that all terms of the traineeship are subject to revision depending on the Covid-19 pandemic and the situation in Belgium.

How to apply

Please send your application, addressed to Prof. Jan Palmowski, Secretary-General of The Guild, to info@the-guild.eu. Please attach your CV, name and contact details of a referee who can be contacted if you are shortlisted, and a cover letter explaining how your interests and qualifications match the role description, your proficiency in English, and indicate your desired start and end dates for the traineeship. Applicants must be EU/EEA/UK nationals, or have permission to work in Belgium. The Guild is committed to maintaining the security of your data. The Guild will keep the data mentioned in your application throughout the selection process. If you are not selected, your messages and attached documents will simply be deleted.

Candidates should seek the support of the international office of their home university when applying for this internship.



Successful candidates must apply for an Erasmus+ internship grant which will be complemented by an allowance covered by The Guild of approximately €800 per month (depending on the terms and conditions of the Erasmus grant).

Deadline

Deadline for applications is on **27 June 2021**. We will contact shortlisted candidates soon after the deadline to arrange videoconference interviews.

About The Guild

Founded in 2016, the Guild of European Research-Intensive Universities comprises twenty-one of Europe's most distinguished universities in sixteen countries, and it is dedicated to enhancing the voice of academic institutions, their researchers and students in EU policymaking.

The Guild is a transformative network that is committed to optimising the opportunities afforded by its members' world-leading research. Through the knowledge they produce, The Guild engages with policymakers, enhances public debate, promotes excellence in higher education and fosters collaboration with private and public institutions to solve global problems. In addition, The Guild acts as a platform for collaborative exchange in research, innovation and education to its member universities whilst strengthening their pan-European relations.