

NOHA Work Placement – template for the announcement for students

Position	Trainee - Communication assistant
Organisation	ECHO.D.2
Location	rue de la Loi 86, 1040 Brussels
Period	1 September 2018 – 31 January 2019
Deadline	24 November 2017
Background (<i>information about the organisation/unit/sector</i>)	ECHO.D.2. is responsible for the relations with the other Institutions and for the development of the communication policy of the DG ECHO.
Objective (<i>summary of the position</i>)	Assist with tasks in support of the implementation of ECHO's communication strategy.
Tasks and responsibilities	Assist with communication actions and campaigns, including those with ECHO's humanitarian partners. Help with planning communication activities in coordination with the spokesperson's service and cabinet. Drafting press releases and texts for publication on ECHO and Commissioner's website. Support ECHO's social media and digital communications team. Drafting minutes of meetings.
Organisational structure (<i>e.g. reporting to...</i>)	Mihela Zupancic
Candidate profile & qualifications + languages	Languages: fluent English; good French an asset
Benefits (<i>e.g. compensation, lunch tickets, travel allowance, accommodation</i>)	NA
How to apply (<i>e.g. specify if documents other than CV and motivation letter are requested</i>)	CV + motivation letter