

## Communications Internship Announcement

### ABOUT WETLANDS INTERNATIONAL EUROPE

Established in September 2013, Wetlands International Europe is the single network organisation in Europe bringing together NGOs whose shared mission is to inspire and mobilise society to safeguard and restore wetlands for people and nature. We operate a growing Secretariat, with our key priority to raise the voice of our members in Europe, share knowledge, improve policies and build capacity among stakeholders.

For more information, please consult <https://europe.wetlands.org/>

### OVERALL PURPOSE OF THE INTERNSHIP

This is an exciting opportunity to inspire the public to take action for Europe's wetlands! The ideal candidate will be a creative thinker, capable of developing digital content (visuals, short videos, stories) and managing various social media channels (LinkedIn and Instagram being the main ones). The post-holder will also support the Communications Officer in promoting and organising major events that we co-organise with our members and partners in Brussels.

Their main responsibility will be the day-to-day management of our social media channels to ensure our audiences' engagement and growth of our visibility in Europe both online and during physical events.

### ROLES AND RESPONSIBILITIES

#### 1. Social media

- Monitor and manage social media channels (Instagram, X, LinkedIn);
- Write and schedule posts in line with our current projects, news and events;
- Develop dynamic creative content tailored to each channel: carousels, short videos (including drafting scripts, filming and editing), stories etc.

#### 2. Events organisation

- Assist with the organisation of events, physical and virtual;
- Attend virtual and physical preparation meetings, giving inputs and taking notes;
- Ad-hoc support as necessary.

#### 3. External Communications

- Assisting in keeping our website up-to-date;
- Some data and analytics gathering;
- Gathering inputs for our Global and Regional Newsletters.

## WORKING RELATIONS

### INSIDE Wetlands International:

Working with Wetlands International Europe's team and the Wetlands International Communications Team including colleagues in other offices. The postholder will report to the Communications Officer.

### OUTSIDE Wetlands International:

Partners, members and other key stakeholders.

## PROFILE

- Creative and visual;
- Basic knowledge of design tools such as Canva and/or Adobe;
- A social media whizz;
- Understanding of nature conservation issues;
- Communicative and open minded;
- Excellent communication skills (written and oral) with fluency in English;
- Knowledge of video filming and editing is an asset.

## INTERNSHIP OFFER

- Only applicable to students. His/her educational institute should be able to provide an Internship agreement to be signed among the three parties.
- Part time or full-time (full time =36 hrs/week).
- Reimbursement of a maximum of 450 EUR/month, based on 36 hour week. The Intern will be asked to register hours and submit a monthly expense claim.
- Contract duration: Depending on the intern's availability, between 5 months and 1 year.
- Location: The intern will be based in the Netherlands or Belgium.
- Start date: As soon as possible.

Applications should include a covering letter summarizing the applicant's suitability for the position and a detailed CV.

Applications should be **sent by email to [amelie.tagu@wetlands.org](mailto:amelie.tagu@wetlands.org) marking your application with "Communications Intern" in the subject line.**

**Deadline: 29 January 2025.** *Please note that only shortlisted candidates will be contacted.*