About Wetlands International - European Association
Established in September 2013, Wetlands International – European Association (Wetlands International Europe) is a Brussels-based organisation bringing together 10 NGOs whose shared mission is to inspire and mobilise society to safeguard and restore wetlands for people and nature. Our Freshwater Programme works to protect and restore freshwater ecosystems to meet EU environmental, biodiversity and climate targets. For more information: https://europe.wetlands.org/

About the European Rivers Summit
Rivers are central to delivering the European Green Deal, and in 2022 we are organising the European Rivers Summit (ERS) in Brussels, 29 September – 1 October. The ERS was established to bring together passionate champions of Europe’s rivers to share knowledge, network and plan together to defend, protect and restore rivers. This will be the third edition of the ERS. The first event was held in Sarajevo, Bosnia-Herzegovina in 2018 and the second in Lisbon, Portugal in 2021. Information on the previous summits can be found here: https://riverssummit.org/

This event will bring together 200 grassroots activist voices on river protection from around Europe and beyond to focus attention on the state of European rivers and provide knowledge and tools to catalyse action for their recovery and protection. The conference will address EU policy issues and topics such as dam removal, protections for free-flowing rivers, and threats such as hydropower. The Brussels event in 2022 will be an opportunity to connect decision makers in the EC and Parliament with the leading river activists around Europe.

Overall purpose and role
We are looking for an event communications assistant based in Belgium or the Netherlands to support its Freshwater Programme and the organisation of the European Rivers Summit (ERS). The position is available immediately and runs through October. This is an exceptional opportunity to gain experience, working together with the Wetlands International Europe team, our professional event organiser in Brussels and our partner and member NGOs, in all aspects of organising, communicating and promoting a large event, as well as related outreach and communications activities that increase public support for healthy European rivers.

The ideal candidate will have a passion for the environment and sustainability, a strong interest in gaining hands-on experience in event organising and management, and be adept at utilising communications tools at a native English language proficiency level.

The assistant will help coordinate all aspects of the ERS programme, including a two day conference with many attendees and high level speakers, a reception in the European Parliament, a River Film Festival and a field trip. The assistant will also help with promotion and outreach by writing and editing content for the ERS website, newsletter and social media. During the ERS, the assistant will participate and support the successful running of the ERS as part of the event team.

Working relations

INSIDE Wetlands International Europe:
Wetlands International Europe’s team organising the European Rivers Summit, including the Freshwater Manager and Communications Officer.

OUTSIDE Wetlands International Europe:
Our professional event organiser and service providers, organising partners, speakers and participants in the event.

Profile
- Interest in gaining exposure to environmental issues and EU policy making, and the people and organisations protecting and restoring rivers
- Seeking hands-on experience organising and running a conference in Brussels
- Excellent communications skills, native level English proficiency
- Proficiency with social media and websites, experience using WordPress
- A detail-oriented self-starter with the ability to work independently
- Proactive and communicative with an international outlook

Internship Offer
- Part or full-time, up to 36 hours per week
- 400 euros per month if full-time
- Contract duration: Now through October 2022
- Location: Remote but based in Belgium or the Netherlands, with an ability to travel to Brussels
- Start date: ASAP

Applications should include a cover letter summarising the applicant’s motivation and experience and a detailed CV, and be sent by email to paul.brotherton@wetlands.org with “Communications Assistant” in the subject line.