

## **Communications Intern**

### **Internship announcement**

#### **About Wetlands International Europe**

Established in September 2013, Wetlands 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. Wetlands International Europe has 13 members across Europe.

Our ambition for the period 2020-2030 is to upscale action to safeguard and restore wetlands, collaborating with multiple partners and mobilising a wide range of actors to transform whole landscapes and sectors. Our access to cutting-edge science, combined with our understanding of EU policies, the on-ground experience from our members, partners and their networks, in addition to our own global network, makes us a credible and effective advocate for improving European policies and practices.

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 job**

The ideal candidate will be a creative thinker, capable of developing simple visuals (flyers, factsheets, visuals for social media) aiming at increasing our visibility in Europe both on our social networks and during physical events. The post-holder will support the Communications Officer in the redesign and transfer of our website, the day-to-day management of our social media (LinkedIn, X, Youtube), and the coordination of our Global and Regional newsletters. Their main responsibility will be to ensure the engagement of Wetlands International Europe's audiences through our various digital channels (social media, website and campaigns).

#### **Roles and responsibilities**

The Communications Intern will support Wetlands International Europe's team in delivering our European Programme as well as helping manage communications for a number of specified projects.

Supporting roles and responsibilities include:

##### **Website management**

- Assisting with redesigning the new website by creating and organising content from the old platform to the new one (on WordPress);
- Ensuring that every website article is tagged and published in due form;
- Producing data and analytics reports.

### Social media

- Assisting with the management and running of corporate X, LinkedIn and YouTube accounts;
- Coordinating and scheduling posts in line with our work plans, events and campaigns;
- Keeping up to date our Editorial calendar.

### External Communications

- Developing flyers for our work programmes;
- Assisting in designing visual templates (roll-ups, factsheets, layouts);
- Assisting with the organisation of events and campaigns;
- Gathering inputs for our Global and Regional Newsletters.

### Working relations

#### INSIDE Wetlands International:

Working with the Wetlands International Europe's team and the Wetlands International Communications Team including colleagues in the Global office. 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;
- Knowledge of relevant IT systems, notably WordPress;
- A social media whizz;
- Understanding of nature conservation issues;
- Communicative and open minded;
- Excellent communication skills (written and oral) with fluency in English.

### 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: Minimum 6 months, Maximum 1 year.
- Location: The intern will be based in our Brussels office in 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: 17 May 2024.** *Please note that only shortlisted candidates will be contacted.*