

Project and Communications Assistant (traineeship)

The European Regions Research and Innovation Network ([ERRIN](#)) is a well-known Brussels-based platform that gathers around 120 regional organisations from more than 20 European countries. ERRIN supports members to enhance their regional and local research and innovation capacities and further develop their R&I ecosystems.

ERRIN was established in 2001 as an informal network and has since then been on an incremental growth path moving from an informal network to a not-for-profit organisation that employs ten full-time staff members. ERRIN's office is located in the Nordic House on rue du Luxembourg, 1000 Brussels, where many ERRIN regions are situated.

Job description – the purpose of the role

The trainee will actively participate in the daily work of the organisation by carrying out communications tasks (website, newsletter, and social media) and by assisting colleagues working on projects. All roles in ERRIN involve a certain degree of multitasking and provide room for growth.

The communications team and the project team will be the trainee's main points of reference and will provide guidance during the traineeship period. The trainee will have the opportunity to shadow senior members of the team during project meetings.

Responsibilities and foreseen scope of tasks

Long-term tasks

- Support the communications team in implementing the communications strategy;
- Assist the communications team in updating the visual identity and create coherence in visual communication;
- Assist in updating the website member profiles;
- Implement a process for updating the website user profiles;
- Lead a review and mapping of ERRIN's newsletter subscribers.

Daily tasks

- Create content for the ERRIN website (writing news items, uploading events information);
- Monitor the overview calendar and support the promotion and follow-up of the events.
- Create content for social media and promote opportunities for ERRIN members (Twitter, LinkedIn);
- Assist in updating communication planning (social media calendar and key topics of newsletters);
- Create visual material for social media;
- Take photographs at ERRIN events to be published online or used in ERRIN presentations;
- Support the organisation of Working Groups meetings;
- Support with ERRIN's projects communication activities.

Requirements

This position is open to all recent graduates who are looking for a place to develop their skills and to build a strong profile for a future career in communications and research and innovation. We are seeking a self-motivated person who can work independently as well as in a team. The candidate

should also be organised, and solution-oriented. Excellent spoken and written English is required along with knowledge of one other European language. The person must be customer-oriented and able to work in and actively contribute to a team.

We would like the candidate to start as soon as possible, or no later than the end of March.

Conditions

We offer a six-month Belgian traineeship under the [*Convention d'immersion professionnelle*](#), with the possibility of an extension, a monthly salary of €950 per month and a monthly travel pass for Brussels (STIB-card).

How to apply

To apply, please send your CV and cover letter in English to hilary.webb@errin.eu with the job title as the email subject; applications should also clearly state the possible starting date and contact details.

The deadline to apply is the **14 February at 17:00 CET**, however we will be reviewing applications and conducting interviews on a rolling basis.

Only shortlisted candidates will be contacted.

Data protection

The information provided by the candidates in their application form is collected solely for the purpose of the selection procedure and the recruitment process.