



JESUIT EUROPEAN SOCIAL CENTRE

Vision and values for Europe

INTERNSHIP OPPORTUNITY COMMUNICATIONS OFFICER

THE INSTITUTION

Our mission is to reflect on the life, policies and practice of the European Union. We seek engagement which authentically expresses Christian faith, remains close to the poor and marginalised, analyses the social reality with competence, and advocates for justice in European political structures. As a work of the Jesuit Conference of European Provincials, JESC expresses the commitment of the Society of Jesus to a Europe where human rights, freedom and solidarity are the foundation of integration.

THE POSITION

PURPOSE: To build audiences for, and increase the profile of, JESC, with focus on improving communication between major European Jesuit works.

TO A RECENT GRADUATE JESC OFFERS

- An internship experience of personal formation in a dynamic international workplace and communication work in the heart of the European policy world;
- Professional development in research, reflection and education, benefiting from the collaboration among Jesuit social and university sectors in Europe.

KEY RESPONSIBILITIES

- **Editing**
 - Two monthly newsletters: 1. **Europeinfos**; 2. The **JESC Newsletter**;
 - Two partner publications: 1. Contributing to the monthly Newsletter of the Jesuit Conference of European Provincials; 2. Producing the **HEST** project Newsletter as well as coordinating and editing HEST media.
- **JESC social media**
 - Monitoring daily Facebook and Twitter, and occasionally LinkedIn;
 - Regular updates to the website (adding articles and editing features).
- **Produce, edit and design** print media (Annual report) and presentations (PowerPoint, video content);
- **Database management** (using Mailchimp and Salesforce), marketing campaigns and ensuring data meets with data protection laws;
- **Event management:** Organization of public events, meetings and communication within JESC and with other organizations and initiatives in Brussels and across Europe. Taking accurate minutes of meetings;
- **Research and writing** on demand (on topics that are central to JESC).

SKILLS AND ATTRIBUTES FOR SUCCESS

- **Vocational qualifications**
 - Ability to spiritually discern, collaborate and network;
 - Passion for politics, public policy, the Church and “Our Common Home”.
- **Professional qualifications**
 - Skills in teamwork, communications strategy and event-organization;
 - Skills in photography and design (digital, print), including basic Adobe (Illustrator, Photoshop and InDesign) and WordPress content management;
 - Skilled knowledge of MailChimp and Excel, and basic Salesforce;
 - Proven record in “storytelling” for causes and creating campaigns that break with standard practice.
- **Personal qualifications**
 - Ability to adapt style to operate successfully, while used to working under pressure/against tight deadlines;
 - Ability to think strategically to identify, present and execute new ideas;
 - Ability to work proactively, tenaciously and autonomously, taking on new projects and developing new skills in a fast-pace environment;
 - Someone with a knowledge of, and empathy with, Catholic social teaching and Jesuit mission and works, experienced in working for religious charity;
 - Someone committed to the European ideal, having a good network of relations.
- **Fluency** in English and (willingness to learn) French: ability to communicate orally and in writing; ability to interpret and apply policy; ability to analyse data;
- **Education:** Bachelor's degree (or equivalent) in a relevant field, preferably communication.

EMPLOYMENT

- **General**
 - Office hours to be determined on individual basis;
 - The internship is based in central Brussels;
 - International travel is required on an occasional basis;
 - Reporting directly to the Director of JESC.
- **Contract** full time internship (38hrs/week):
 - 9-12-month quality internship,¹ followed by, desirably, a two-year job contract;
 - Reimbursement of apx. €1.000/month (net) in addition to partly covering lodging costs.
- **Expected start date:** March 2018.
- **Application**
 - Should include: Letter of Intent (explaining your competency for this position in about 500 words); Curriculum Vitae; List of two references (one personal and one work-related); Transcripts (unofficial with official required at hire);
 - Should be sent to: apply@jesc.eu by 7 February 2018 at 7pm;
 - Only candidates with a right to work in EEA countries will be considered;
 - Only candidates selected for interviews will be contacted; Interviews on Febr. 15-16.

¹ As interns (*stagiaires*), the Belgian legislation defines persons that *effectuent l'apprentissage auprès d'un employeur d'une profession en continuation d'une formation préalable attestée par un diplôme ou un certificat d'études*. JESC is committed to quality standards and code of conduct as expressed in the [European Quality Charter for Internships and Apprenticeships](#). We give a strong preference to candidates who are able to be enrolled in a European mobility/exchange programme such as the European ERASMUS+ programme.