

ADVOCACY TRAINEE

Organisation

European Travel Commission

Location

Brussels, Belgium (partial teleworking possible)

Industry

Tourism

Contract type

Six months internship starting in March 2022,
extendable for another six months

Job Type

Full Time, 38 hours per week

Remuneration

1000€/month

Education Level

Professional

Established in 1948, the European Travel Commission (ETC) is a non-profit organisation with its headquarters in Brussels. Its role, on behalf of its more than 40 members, both National Tourism Organisations and private companies, is to promote tourism to Europe from long-haul markets, produce market intelligence and facilitate the sharing of best practices in tourism. The organisation also engages in advocacy actions to promote the importance of tourism as an engine for the European economy, and to create benefits and remove disadvantages for the travel industry in Europe. ETC cooperates with the European Commission in promoting Europe as a tourism destination implementing projects in form of ad-hoc and other grants.

The European Travel Commission is recruiting a Trainee for its Advocacy Department. This is an exciting opportunity for a highly motivated junior professional who thrives on tourism- and advocacy-related projects and working with institutions and international organizations. The position is for six months, renewable.

The Advocacy Trainee works within the ETC Executive Unit, mainly the Advocacy Department and reports to the department's Head and to the Executive Director.

TASKS

Public Affairs

- Research on relevant advocacy topics and mapping of decision makers
- Drafting of briefings for ETC members and the Executive Unit
- Support in organising and hosting of ETC advocacy meetings
- Helping ETC advocacy team in drafting statements, position papers, official letters
- Participation in ETC meetings in Brussels (as required)

Corporate communications

- Help in updating of ETC's corporate website: www.etc-corporate.org, editing text, adding photos, updating information about the members, updating dead links, creating banners etc.
- Help in the day-to-day management of B2B social media channels, including drafting and scheduling social media posts, creating banners etc.
- Support in drafting press releases and website articles
- Help in drafting replies to external media enquiries
- Daily monitoring of ETC media mentions
- Help in checking media monitoring reports

Administration

- Support in organisation of meetings and events
- Support in archiving and filing finance and admin related documents
- Cross-checks on the application of public procurement rules
- Other administrative and technical support (formatting reports, draft letters and certificates, booking of meeting rooms, etc.)
- Updating and categorizing of ETC's Outlook Contact Database in a correct and consistent way.

PROFILE

- Recognised University degree (Masters) in European affairs/ international relations, economics or political science (or similar)
- Strong organisational skills, in particular related to time optimization, detail orientation and prioritization
- Knowledge of the EU, its processes and policies. Experience with EU funding is a plus
- A strong interest in travel and tourism
- Experience in social media management (Twitter, LinkedIn) is a plus
- Proactive and self-motivated
- Multi-tasking, with proven ability to prioritise and deal with multiple tasks
- Excellent computer skills (Excel, Word, Outlook). Knowledge of WordPress and Mailchimp are a plus
- Committed, participative, team player
- Ability to work well under pressure
- Excellent analytical and planning skills
- Excellent English language skills; knowledge of other European languages is an advantage

To be considered for this internship position candidates must already hold the right to work in Belgium, i.e. be an EU, EEA or Swiss national and/or have a Belgian Work permit.

HOW TO APPLY?

If you meet the criteria outlined above, please send us your Cover Letter and CV (both in English) by 6th February 2022 23:59 CET, mentioning 'Advocacy Trainee' in the subject line, to:

Mrs Teodora Marinska

teodora.marinska@visiteurope.com

Candidates must be in a position to certify with official documents (if requested) any information provided in their CV and Cover Letter.

Based on an initial review of submitted CVs and motivation letters, only selected applicants will be invited for an interview. Applicants who do not receive any feedback within one month of the submission of their application should consider it as unsuccessful.