

Corporate Communications Trainee

Organisation

European Travel Commission

Location

Brussels, Belgium

Industry

Tourism

Contract type

Six-month traineeship starting in mid-July 2025, extendable for another six months

Job Type

Full Time, 38 hours per week

Remuneration

1250€/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 50 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 tourism practices. 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 (EC) in promoting Europe as a leading tourism destination, implementing projects in the 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 communications projects and working with institutions and international organisations. The position is for six months, renewable.

The Corporate Communications Trainee works within the ETC Executive Unit, mainly the Advocacy Department and reports to the Corporate Communications and Public Affairs Manager and to the department's Head.

Tasks

Main responsibilities include, but are not limited to:

Corporate communications

- Day-to-day management of B2B social media channels, including drafting and scheduling social media posts, creating banners etc.
- Help in preparing replies to external media enquiries
- Help in checking media monitoring reports
- Support in drafting and editing press releases

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- Updating of ETC's website (www.etc-corporate.org): drafting and posting articles, editing text, adding photos, etc.

Advocacy

- Drafting presentations and speeches for ETC advocacy interventions
- Support in organising and hosting of ETC advocacy meetings and events
- Helping ETC advocacy team in drafting statements, position papers, official letters
- Participation in ETC meetings in Brussels (as required)

Profile and skills

- Strong organisational skills, in particular related to time optimisation, detail orientation and prioritisation
- Excellent writing skills
- Knowledge of the EU, its processes and policies (experience with travel, tourism or transport sectors is a plus)
- Experience in social media management (LinkedIn, YouTube)
- A strong interest in travel and tourism
- Proactive and self-motivated
- Multi-tasking skills, with proven ability to prioritise and deal with multiple tasks
- Excellent computer skills (Excel, Word, Outlook). Knowledge of WordPress, Mailchimp, Canva and Sprout 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

Important requirements:

- The applicant should hold a recognised University degree (Masters) in a relevant field (Tourism, EU affairs/ international relations, political science, communications or similar).
- The applicant should be a recent graduate ready to start a full-time job. The application of

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candidates who have not yet graduated by the time of the traineeship start date will not be accepted.

- The applicant should be willing to move to Brussels for the whole duration of the traineeship. Remote work from outside Belgium is not possible.
- To be considered for this traineeship position, candidates must already hold the right to work in Belgium.

How to apply

If you meet the criteria outlined above, please fill in [this questionnaire](#) and upload your CV (both in English) by 5th June 2025 23:59 CEST.

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

SELECTION PROCESS

Based on an initial review of submitted CVs, only selected applicants will be invited for an online interview. Applicants who do not receive any feedback within two months after the deadline for applications should consider this as unsuccessful.