



COMMUNICATION AND ADVOCACY ASSISTANT

INTERNSHIP VACANCY

Communication activities

- Ensure that all external communications, both general and specific to the programmes, are in line with the organisation's 2023 communication strategy and objectives
- Ensure the brand of the organisation is strong, consistent and enforced in internal and external efforts
- Support the coordination of content production, design and printing of different campaigns and actions
- Help in building the social media strategy
- Ensure that ensp.network website is kept up to date and current
- Drafting press releases, newsletters content, other reports or relevant articles
- Media monitoring and reporting on communication campaigns, social media reach and engagement, Google analytics, bitly, YouTube etc.
- Support in raising public and political awareness about issues related to tobacco and novel product use through World No Tobacco Day, World Lung Cancer Day, or other important days of high interest for the public health community.
- Administrative work related to the day-to-day running of programmes (smoking cessation trainings for health care professionals, organising internal and stakeholder meetings), including keeping the minutes
- Assisting programmes and membership staff with communication needs (support projects and campaigns with necessary marketing and communication efforts and support the facilitation and communication between and towards members: newsletters, member campaigns, webinars, and the internal youth group management)



Advocacy activities

- Administrative tasks related to the organisation of advocacy activities including bilateral meetings, public events, production of research reports etc.
- Maintaining and updating ENSP's contact lists.
- Participation and note-taking in ENSP's internal and external meetings.
- Establish and maintain a database with relevant stakeholders for youth

Other activities

- Event organisation assistance.
- Coordination of programme partnerships, including organising and participating in meetings.
- Assisting with other tasks (policy, operations) based on the needs of the organisation.

Duration

Minimum 3 months / Maximum 6 months, starting as soon as possible.

Location

Brussels, Belgium [hybrid / teleworking]

Line management

The Communication & Advocacy Intern will work and report directly to the Communication Manager, and will also support the Secretary General and the Scientific Director in various missions.

Qualifications:

- Students in communication, marketing, journalism, social sciences, public relations, EU or international affairs or other relevant fields
- Excellent written and spoken English
- Knowledge in a design programme/online platform, WordPress, knowledge of different social platforms
- Understanding of and interest in health and youth
- Ability to work well in a small team with people from different professional and cultural backgrounds
- Ability to think of the big picture while also having an eye for detail
- Positive with a can-do attitude and desire to receive feedback and improve
- Ability to work proactively and to take charge of projects and efforts

Send Your CV and Motivation To Email :

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About ENSP

The European Network for Smoking and Tobacco Prevention is an international non-profit organisation, counting today almost 80 members from 38 countries (22 EU and 16 non-EU, but from the WHO European region), covering around 750 million people. ENSP's mission is to develop a strategy for co-ordinated action among organisations active in tobacco control in Europe by sharing information and experience and through co-ordinated activities and joint projects. Therefore, our vision for the future is to eliminate the health inequalities among European citizens and their suffering caused by ill health and early death due to tobacco-related diseases.

Disclaimer

All information given upon application will be treated in a confidential manner and according to European Network for Smoking and Tobacco Prevention's privacy policies.

Tobacco and vaping industry representatives are not eligible. The same rule applies to any entity or individual advancing their interests linked to the tobacco and vaping industry in a commercial or non-commercial manner. There is a fundamental and irreconcilable conflict between the tobacco industry's interests and public health policy interests. (WHO-FCTC Art.5.3 – Guiding principles)

Staff recruited by ENSP will be asked to comply with our tobacco interference policy. For ENSP, human qualities are decisive regardless of your race, colour, religion, national origin, gender, sexual orientation, age or disability.

