



cifal
Flanders



unitar
United Nations Institute for Training and Research

COMMUNICATION TRAINEE

Traineeship Position

DETAILS

Duration: Six months

Timing: February 2021 - August 2021 (negotiable)

Location: Antwerp (Coveliersgebouw, Boomgaardstraat 22, 2018 Antwerp)

Remuneration: The Flanders Trainee Programme assists in subsidies. More information available through www.fdfa.be/ftp

Grant criteria:

- You must be younger than 35 years at the starting date of their work placement
- You must be holder of a final diploma, obtained at an institution of secondary or higher education, financed or subsidised by the Flemish Community.

How to apply: To apply, please send your CV and cover letter to Mathilde Van Caeckenbergh mathilde.vancaeckenbergh@cifal-flanders.org.

Deadline: 10 January 2021

Contact person: Mathilde Van Caeckenbergh, Project Manager, Phone: +32 472 53 91 16,
E-mail: mathilde.vancaeckenbergh@cifal-flanders.org

DESCRIPTION OF OUR ORGANISATION

CIFAL Flanders is the International Training Centre for Authorities and Leaders affiliated with UNITAR and located in Antwerp. CIFAL Flanders is one of the 20 international training centres of the CIFAL Global Network, the principle training arm of the United Nations, with headquarters in Geneva.

Our mission is to promote peace, human rights & sustainable development and the declarations, principles and guidelines of the United Nations, with focus on the Agenda 2030 and its Sustainable Development Goals (SDGs). CIFAL Flanders conducts Action Learning trainings to empower leaders in society and to link theory to practice in national and subnational policies, local authorities, trade unions, civil society, academia and businesses.

The power of action learning is built on a process combining theory with practice during an interactive peer-to-peer visit working on real challenges. The focus is to explore the sustainability initiatives of industry and international frameworks, theoretical models and best practices using the knowledge and skills of a small group of executives combined with skilled questioning, to re-interpret old and familiar concepts and produce fresh ideas.

DETAILED DESCRIPTION OF THE TASKS ASSIGNED:

CIFAL Flanders has the ambition to be the benchmark in terms of Action Learning for Sustainability Leadership: innovative and practical learning and training methods for business ethics and sustainability, complementary to existing academic and business school programs, within the business community, the government, the civil society, trade unions, and the academic world.

We are currently seeking a **Communication Trainee** to assist with the organisation's strategic and operational communication activities. The internship offers a learning opportunity in a small and motivated team for a graduate who is interested in Corporate Social Responsibility and Sustainable Development as well as in dealing with governments, companies, the civil society, the academic world, and the United Nations.

On the basis of this perspective, the candidate will be assigned the following tasks as a Communication Trainee:

- Design and execute a multimedia communication plan
- Be responsible for the social media of CIFAL Flanders
- Write and send out the monthly newsletter
- Send out mailings such as invitations, press releases, ...
- Update the website (content, visuals, calendar, ...)
- Manage the existing database and project management platforms (Teamleader and Monday) and update the database of press contacts
- Assist office staff during events and in their evaluation afterwards
- Assist staff with administrative and other tasks as needed

Specific requirements for this internship:

Academic qualification: University degree preferably at Masters level or equivalent in Communication Management, Public Relations, (Digital) Marketing, or in any other related field relevant to the themes addressed by the offer.

Language skills: Excellent in written and spoken Dutch, French and English. A native French speaker is an important asset.

Computer literacy: Knowledge in IT and database management (Teamleader, Monday), website management (Wordpress), graphic design programs (InDesign, Adobe Illustrator), MS Office (Word, Outlook, Publisher) and social media (Twitter, LinkedIn, Facebook).

Work experience (not required, but does form an asset): Communication, corporate social responsibility and/or business ethics and/or sustainability labeling systems and/or stakeholder management and/or company foundations; Experience in organising large events would be an asset as well as experience in international level.

Additional skills/requirements: Excellent analytical and organisational skills, proven ability to work in a multicultural environment, good team orientation, ability to multitask.

