

## **Job description – ADVOCACY COMMUNICATION ASSISTANT**

Duration: 3 to 6 months (full-time).

Status: Convention Immersion Professionnelle - CIP (the trainee will receive a compensation of approx. 800 euros per month). See here the eligibility criteria:

<https://www.actiris.brussels/fr/citoyens/convention-d-immersion-professionnelle/>

Send your application (CV + cover letter) to Aurélie Beaujolais - [a.beaujolais@hi.org](mailto:a.beaujolais@hi.org) by 18 August 2024.

We welcome and encourage all applications, without discrimination based on age, disability, gender, origin, religion or sexual orientation.

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**Humanity & Inclusion - Handicap International (HI) is looking for an enthusiastic trainee to assist the advocacy team in Brussels, with a focus on communication for advocacy.**

Humanity & Inclusion (Handicap International-HI) is an independent and impartial international aid organization working in situations of poverty and exclusion, conflict and disaster. Working alongside persons with disabilities and other vulnerable groups, our action and testimony are focused on responding to their essential needs, improving their living conditions and promoting respect for their dignity and their fundamental rights.

HI is a not-for-profit organization with no religious or political affiliation. It operates as a federation made up of a network of associations that provide it with human and financial resources, manage its projects and implement its actions and social mission.

For more details about the association, visit the website: [www.hi.org/](http://www.hi.org/)

### **Context:**

You will join the Federal Advocacy and Institutional Relations Unit (AIR) at Humanity & Inclusion office in Brussels. This unit coordinates, organizes, manages and implements the activities related to advocacy for HI network.

You will work under the supervision of the Advocacy Information & Publication Manager, and in close collaboration with the other members of the Advocacy team members. Throughout the traineeship, you will be given opportunity to experiment varied tasks, and be given regular feedback on your performance to help you grow.

### **Main learning objectives:**

- You will be able to strengthen your understanding of international cooperation for development and humanitarian action, disarmament and protection of civilian, and players in your work area.
- You will be able to improve your knowledge and skills on inclusive and accessible communication, as well as your organizational skills.

- You will be able to gain an understanding of the ways of working of a busy INGO operating in various context, in an international, multicultural environment.

### **Objectives, responsibilities and profile**

**General objective:** Support the implementation of the communication objectives related to federal advocacy.

#### **Main tasks:**

1. Internal communication: contribute to the management of internal communication tools, create and update content regularly for the Federal network, update the communication calendar.
2. Social media (X, Linked In, Youtube): support on the digital strategy to communicate on key moments: watch, monitor, support content creation, use of advocacy visuals and infographics, translate contents.
3. Digital formats: develop visuals with icons and infographics templates, in compliance with brand format. Ad hoc video editing for advocacy communication purposes (for internal purpose, for social media or conferences).
4. Website: Regularly write, translate and upload new articles.
5. Events: Support with the dissemination of a photo exhibition, on the stories of survivors of explosive weapons.
6. Support the work on inclusive and antiracists advocacy tools and digital accessibility.
7. Participate in team meetings and team life events; provide general administrative support as required.

#### **Candidate profile (skills, knowledge & interests):**

- Master in the field of communication, journalism and/or international cooperation,
- Proficient user of Social Media (X, LinkedIn, YouTube),
- Knowledge of Adobe Creative Suite highly valued; and/or other design and video editing softwares,
- Proficient user of Microsoft Office package,
- Proficient in English, knowledge of French is a strong asset
- Excellent writing skills,
- Dynamic, self-organized and detail-oriented,
- Comfortable working in a multicultural environment,
- Interest in development cooperation, humanitarian action, protection of civilians from armed violence and disability rights.