



## **PAID TRAINEESHIP IN COMMUNICATION AND MARKETING**

Full-Time (38 hours) in Brussels, Belgium

### **Responsibilities**

#### Communications

- Generate creative approaches to public awareness campaigning while communicating various project outputs
- Plan and prepare different formats of social media posts for various channels
- Assemble and write news pieces for the bi-weekly newsletter
- Assist in maintaining and updating websites

#### Marketing

- Assist in the marketing of trainings and online courses
- Support the maintenance and smooth running of the e-learning platform
- Assess user experience with a view towards designing new solutions
- Assist with communication and marketing related technical issues
- Support the connection and redesigning of different communication channels and databases

### **Qualifications**

- Excellent use of Microsoft Office (Excel, Word, Powerpoint)
- Experience with Canva and/or Hootsuite, or similar online platforms
- Experience with Wordpress and/or Moodle
- Experience in video production and editing
- Fluent English, other European languages are advantage
- Experience with online courses and online learning
- Technical affinity and a “can-do” attitude with online platform management
- Ability to summarize academic or technical documents in language that is accessible to the target audience
- Ability to multi-task, work independently and in a team
- Ability to work productively from distance
- Service-oriented, eager to learn attitude

### **What we offer**

CEJI offers a dynamic environment for an ambitious person looking to grow. With various projects on fighting antisemitism, hate crime, hate speech and trainings on diversity and inclusion, CEJI offers a unique experience on EU level in the field of anti-discrimination. Our traineeships offer hands-on experience and the potential to take on more responsibility. With a supportive and flexible team continuously seeking to innovate, this position will allow you to challenge yourself and gain substantial professional experience.

### **Conditions**

- Candidate must qualify for a Belgian CIP contract: <https://www.bruxellesformation.brussels/services-aux-entreprises/proposer-un-stage/convention-immersion-professionnelle/>
- Salary of 1200/month
- Full-time 38 hour position based in Brussels
- 6 month contract, renewable for 6 months depending upon certain conditions
- CEJI observes major Jewish holidays in addition to Belgium national holidays

**To apply:** Send CV and motivation letter to Ms. Julia Mozer at [julia.mozer@ceji.org](mailto:julia.mozer@ceji.org) until August 7, 2020

**Start date:** September 1, 2020