

Communication Assistant

About the organization

The European Food Banks Federation (FEBA) is a European umbrella non-profit organization and works in collaboration with 24 members and 4 projects in European countries. For more than 30 years, FEBA mission has consisted in representing its membership at European and international level, supporting and strengthening food banks in Europe by providing training, sharing best practice and knowledge, and developing partnerships, and fostering the creation of new food banks. FEBA brings together 388 food banks and branches which are committed to fight against food waste and to feed the most deprived. Our members provide 4.1 million meals each day to 8.1 million most deprived people through 44,700 charitable organizations thanks to the professionalism of 23,500 co-workers (88% volunteers).

About the job

You will have an active role in the communication strategy of the organization by replacing the Communication Manager during her maternity leave.

You will be **in charge of** several communication channels and you will be doing this in collaboration with the Secretary General:

- **Newsletters**
 - Plan the sending and define the subjects list in agreement with the Secretary General and the FEBA members
 - Prepare the news, upload them on the FEBA website and in the newsletter template (via Mailchimp)
 - Manage the contacts list (add/remove contacts)
- **Social Media**
 - Manage the editorial calendar
 - Write messages for Facebook, Twitter, LinkedIn and YouTube and manage their daily publication
 - Monitor the Social Media to stay aware of what our members/partners are doing and share the messages if necessary
- **Site web**
 - Manage the website: make the necessary changes
- **FEBA Annual Convention**
 - Prepare the communication deliverables for our Annual Convention taking place in Rome in May 2019, on the basis of the inputs received and in agreement with the Secretary General
- **Press relations**
 - Coordinate and manage the possible demands: write/proofread the press releases or articles, in agreement with the requester and the Secretary General
 - Prepare press releases
- **Annual Report**
 - Coordinate the creation of our Annual Report with the communication agency
- **Miscellaneous**
 - Send punctual emails (depending on the News and punctual events)

- Interact regularly with the FEBA members from all over Europe (in English)
- Attend events (conference, convention, training sessions...)

Who we are looking for

- Student in communication, ideally in his/her last year of Master, or young diplomate
- Knowledge of Pack Office
- Interested by the non-profit sector and the European environment
- Ready to take responsibilities and to work autonomously
- Excellent knowledge of the Social Media
- Excellent written and verbal French and English communication skills. Another language is a plus

What we offer

- A fascinating internship (unpaid) in which you will be actively involved in the activities of the organization
- Starting date: 11 February 2019
- Period: 3 months minimum
- Location: 775 Chaussée de Louvain, Evere (Brussels)

How to apply ?

Send you CV and cover letter (in English) to info@eurofoodbank.org with as subject line « Internship Communication FEBA – Your Name » by 11 January. The selected candidates who will be invited for an interview will be informed via e-mail.