

Role: Events and Communications Trainee

Location: Based at FEBA's head office in Brussels

Contract period: Traineeship (6 months)

Reporting to: Communications Manager

Stipend: Competitive traineeship allowance and benefits

Summary

The European Food Banks Federation (FEBA) is dedicated to supporting Food Banks across 30 European countries in their mission to alleviate hunger and reduce food waste. As a leading NGO in Belgium and Europe, FEBA strives to create sustainable partnerships and mobilise resources that empower FEBA Members to deliver impactful results.

FEBA is seeking a motivated and enthusiastic Events and Communications Trainee to assist in the organisation and execution of key events, such as the FEBA Annual Convention, and support communication activities.

The ideal intern will be eager to learn, organised, and keenly interested in events and communication. You will be part of a dynamic team, supporting both in-person and virtual events, and contributing to FEBA's communication efforts.

What we offer

- A hybrid work model – up to two days of remote work per week.
- The opportunity to join a dynamic and international team.
- A tailored training programme.
- An opportunity for professional growth and learning in a non-profit setting.

Responsibilities

Events

- Assist in supporting the development and implementation of event strategies aligned with FEBA's goals.
- Help organise conferences, webinars, and other events (in-person, hybrid, and online).
- Support logistics for FEBA events, including venue selection, catering, audiovisual arrangements, and other services.
- Assist with event registrations and attendee communications.

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- Help maintain relationships with vendors, venues, and suppliers.
 - Contribute to post-event evaluations by gathering feedback and summarising event outcomes.

Communications

- Contribute to the development of communication materials such as videos, articles, and visual assets to support FEBA's outreach and storytelling.
- Support the creation and implementation of promotional campaigns for events, including drafting emails, press releases and other communication materials.
- Assist in producing content for newsletters, social media, and the FEBA website.
- Help manage and update the FEBA website and social media platforms.

Profile

Education & Experience

- University degree or relevant academic background in communication, event management, or a related field.
- No enrolment in university needed
- Prior internship experience in events planning and communication is an advantage.

Skills & Competencies:

- Strong interpersonal skills and the ability to work with diverse stakeholders.
- Creative thinking and interest in content creation and copywriting.
- Professional proficiency in English (knowledge of French is a plus).
- Motivation to learn, contribute to FEBA's work, and uphold its values.

Desirable Skills & Knowledge

- Familiarity with Zoom, Microsoft Teams, and SharePoint in an organisational setting.
- Experience with website management (WordPress), email campaigning (MailChimp), social media management, and graphic design (Canva) is a plus.
- Knowledge of project management tools is an advantage.
- Interest in EU institutions, policies related to food security, agriculture, sustainability, and social welfare is beneficial.
- Familiarity with the Brussels institutional landscape is a plus.
- Background or interest in food banking and/or food systems.

Additional Requirements

- Candidates must be entitled to work in Belgium and ideally should be based in Brussels.
- Willingness to occasionally travel abroad.

Diversity and inclusivity at FEBA

At FEBA, we are committed to fostering a diverse and inclusive work environment where every team member is valued and empowered. If you are passionate about making a tangible impact in the fight against hunger and food insecurity across Europe, we invite you to apply for this opportunity.

How to apply

Interested candidates are invited to send their CV (up to 2 pages) and cover letter (1 page) in PDF format to recruitment@eurofoodbank.org, with the subject line 'Events and Communications Traineeship Application'.

The application deadline is **December 18th**.

Applications will be reviewed on a rolling basis. Due to the high volume of applications, only shortlisted candidates will be contacted.