



# CALL FOR APPLICATIONS PAID INTERNSHIPS EUROPEAN WOMEN'S LOBBY SECRETARIAT, BRUSSELS 6 MONTHS – FULL TIME: MARCH – AUGUST 2019

## 1. HOW TO APPLY

Are you the right person for an internship at the [European Women's Lobby](#)?

- We are recruiting **three interns** focusing on **specific areas of work**.
- Please read **this call for applications** carefully before you apply.
- When completing the **application form**, please address the questions point by point and in detail, to help us identify the skills, knowledge and experience you have to be able to do the internship effectively.
- As we often receive a large number of applications from experienced and qualified candidates, we will generally give priority to those who can demonstrate that they meet all of the essential criteria listed.

**EWL is absolutely committed to providing equal opportunities for everyone regardless of their background. We value diversity and lived experience, and acknowledge the underrepresentation of people from certain backgrounds, both within our organisation and across civil society. We particularly encourage applications from Black, Asian and/or minority ethnic people; people with disabilities; people with a migrant background and people from the LGBT+ community. Applicants must be able to work and reside in Belgium. We strive to provide an inclusive and supportive working environment where all employees and members feel respected and supported in fulfilling their potential.**

**Interested candidates** are requested to submit

- ✓ **A CV in Word or PDF (name your file as follow 'Last name-CV')**
- ✓ **Filled-in application form in Word or PDF (name your file as follow 'Last name-application form-title of preferred internship')**

Send this all by **e-mail** to [jobs@localknowledge.be](mailto:jobs@localknowledge.be) mentioning in the subject line:

**'Application for EWL internship 2019 / YOUR NAME'**

Applications not respecting the instructions for completing and submitting the application will not be considered.

Closing date for applications is **16 January at 23:59 CET**.

Interviews of shortlisted candidates will be held at the end of January/beginning of February. Interviews through Skype can be envisaged. The ideal candidate should be able to start on **4 March 2019**.

## 2. TASKS

The [European Women's Lobby](#) (EWL) is the largest umbrella organisation of women's associations in the European Union, uniting over 2000 women's associations. The EWL has members in all 28 EU Member States and three candidate countries. The EWL aims to promote women's rights and equality between women and men in the European Union.

During the **6 month period March 2019 - August 2019**, we will be recruiting **three** interns focusing on one of the following **three particular areas of work**:

### Support to European Political Campaigning

Supporting work on our **European Parliament 2019 election campaign** and a special focus on **combatting commercial sexual exploitation**, tasks include:

- ✓ Assist and support the EWL's **working groups**;
- ✓ Assist and support EWL member-led **50/50 campaign** in light of the 2019 European elections;
- ✓ Assist and support the development of **major international events**, including political advocacy strategy development;
- ✓ Assist and support the EWL's **working groups on 'Women in Politics' and 'SRHR and Sexual Exploitation'**;
- ✓ Assist and support in **membership engagement** in activities;
- ✓ Assistance to the roll out of **campaign and lobbying** activities.

### Gender Budgeting

Assist and support the implementation of the **EWL's Gender Budgeting project**, tasks include:

- ✓ **Project planning**: some experience of Project Cycle Management or equivalent is welcome;
- ✓ Organise a **capacity building workshop** in the first quarter of 2019 and, building on outcomes, prepare a follow-up workshop to take place in the latter part of 2019;
- ✓ Assist and support the Expert Group;
- ✓ Liaise with EWL team members working directly on the **project** (research, communications) and indirectly (programme unit, finance/budgets, membership);
- ✓ Assist with the development of **information materials and communication tools** on the project for internal (EWL members, EWL feminist economics working group, funders) and external stakeholders;
- ✓ Assist in liaising with and **reporting** to funders.

### Membership and Communications

- ✓ Support the Membership and Governance Coordinator with organising the annual **European Women's Forum with EWL Members and the young feminist summer camp**;
- ✓ Work with colleagues to improve engagement with EWL Members through internal **communications** (newsletters, etc) and **information management** (update database, etc);
- ✓ Assist and support the management of **website** and **social media** content (with input of EWL staff and members);
- ✓ Work with the Communications and Media Officer to develop **communication actions**, supporting EWL advocacy and fundraising objectives;
- ✓ Prepare information and publicity **materials** (invitations, posters, logos, flyers, gadgets, videos, banners, postcards) for various audiences.

A **work plan** will be established with the interns at the beginning of the internship period, in order to define the specific tasks and goals for the internship in each area.

### 3. CONDITIONS, COMPETENCES AND SKILLS

- Be legally entitled to live and undertake an internship in Belgium.
- A university degree or equivalent experience in a relevant discipline such as international relations, policy development, communications, media studies, journalism, economics, law, politics, sociology, or women's studies.
- Be available to commit to a full time engagement (EWL has a standard 37.5 hours working week from Monday to Friday, with flexible time possible).
- Strong commitment to the effective achievement of women's rights and equality between women and men and knowledge/some experience in this area.
- Expertise/experience in policy and law development and/or strong communications and media skills.
- Expertise/experience in working within a membership, coalition or group setting; working flexibly with people from different backgrounds and perspectives.
- Ability to work with deadlines.
- Ability to work as part of a lively and dynamic team.
- Reliable and diplomatic attitude.
- A high standard of English, knowledge of French and other languages is an asset.
- Solutions oriented, resourceful, pro-active, optimistic, easy-going, warm and creative.

### 4. THE EWL OFFERS

Paid internships offered by EWL are compensated with an amount equivalent to the standard for CIP (€800/month gross salary). In addition to the compensation, the EWL grants:

- ✓ A complete learning plan, access to training and clear supervision;
- ✓ The coverage of the local transportation expenses;
- ✓ Luncheon vouchers for the value of €8 per day;
- ✓ 2 days leave for each month of the internship which must be taken during the internship period;
- ✓ Work-accident insurance coverage;
- ✓ Time off to attend job interviews or job seeking.

The European Women's Lobby [has been certified as an "excellent employer" by Interns Go Pro](#) and is committed to upholding the best possible standards in its internships. We offer a relaxed office environment, with a great deal of personal autonomy, flexibility, and room for creativity and innovation and a friendly and lively international environment in a small team of 15 dedicated feminists;

#### **Training opportunities**

The main aim of the internship being to acquire knowledge and skills, the EWL is eager to give interns the opportunity to attend staff's internal and/or external training courses that could be beneficial to them, in line with available budget and as agreed with the supervisor.

#### **Guidance and Supervision**

The supervisor plays a key role as they will train, mentor and assess the intern's work. Therefore, it is important that they are eager and available to take on this responsibility. In order to create and maintain good working relations the supervisor must keep regular contacts with the intern through formal and informal meetings.

#### **Evaluation**

The intern must receive regular feedback and guidance from their supervisor but also from people they work with. At the end of the internship, an evaluation of the work done and the skills acquired will be conducted by the supervisor.



# APPLICATION FORM INTERNSHIP SUPPORT TO EUROPEAN POLITICAL CAMPAIGNING

**Deadline 16 January 2019, 23:59 CET.**

**EUROPEAN WOMEN'S LOBBY SECRETARIAT, BRUSSELS  
6 MONTHS – FULL TIME: MARCH – AUGUST 2019**

## 1. General information:

Name:

Telephone:

Email address:

## 2. Motivation and competences:

**In no more than 120 words, please explain why you want to do an internship with the European Women's Lobby?**

**In no more than 120 words, please describe your experience of involvement with women's rights and gender equality.**

**In no more than 120 words, please share your analysis of the main challenges to women's rights in Europe today.**

**In no more than 120 words, please describe your experience in campaign and/or event management.**

**In no more than 120 words, please describe your experience working in partnership within networks, membership, or activism.**

**In no more than 120 words, please share your views on key opportunities for ending the sexual exploitation of women and girls.**

### 3. References:

Please provide the name, function, email address and telephone number of two referees, one of whom should be your present or most recent employer or an academic referee if more appropriate. Referees will not be contacted without your prior permission.

a)

b)

### 4. Starting date:

If selected, when would you be able to take up this internship with the EWL?

### 5) Any other information, training etc. relevant to the application (no more than 150 words)

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## APPLICATION FORM INTERNSHIP GENDER BUDGETING PROJECT

Deadline 16 January 2019, 23:59 CET.

**EUROPEAN WOMEN'S LOBBY SECRETARIAT, BRUSSELS  
6 MONTHS – FULL TIME: MARCH – AUGUST 2019**

### 1. General information:

Name:

Telephone:

Email address:

### 2. Motivation and competences:

In no more than 120 words, please explain why you want to do an internship with the European Women's Lobby?

In no more than 120 words, please describe your experience of involvement with women's rights and gender equality.

In no more than 120 words, please share your analysis of the main challenges to women's rights in Europe today.

In no more than 120 words, can you describe a project that you were involved in/managed, how did you deal with multiple stakeholders and tasks? What were the challenges and how did you overcome them?

In no more than 120 words, in your view, what is gender budgeting and why is it relevant?

**3. References:**

Please provide the name, function, email address and telephone number of two referees, one of whom should be your present or most recent employer or an academic referee if more appropriate. Referees will not be contacted without your prior permission.

a)

b)

**4. Starting date:**

If selected, when would you be able to take up this internship with the EWL?

**5) Any other information, training etc. relevant to the application (no more than 150 words)**

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# APPLICATION FORM INTERNSHIP on MEMBERSHIP AND COMMUNICATIONS

Deadline 16 January 2019, 23:59 CET.

**EUROPEAN WOMEN'S LOBBY SECRETARIAT, BRUSSELS  
6 MONTHS – FULL TIME: MARCH – AUGUST 2019**

## 2. General information:

Name:

Telephone:

Email address:

## 2. Motivation and competences:

In no more than 120 words, please explain why you want to do an internship with the European Women's Lobby?

In no more than 120 words, please describe your experience of involvement with women's rights and gender equality.

In no more than 120 words, please share your analysis of the main challenges to women's rights in Europe today.

In no more than 120 words, please tell us about your experience in online communications and media, including web management, intranet and social media. Please, provide as well one or two concrete examples that show your experience in this field.

In no more than 120 words, in your experience, please explain what makes the organisation of an event successful.

In no more than 120 words, please describe your experience or knowledge of working with membership organisations or networks.



**3. References:**

Please provide the name, function, email address and telephone number of two referees, one of whom should be your present or most recent employer or an academic referee if more appropriate. Referees will not be contacted without your prior permission.

a)

b)

**4. Starting date:**

If selected, when would you be able to take up this internship with the EWL?

**5) Any other information, training etc. relevant to the application (no more than 150 words)**

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