



TOGETHER FOR A
**FEMINIST
EUROPE**

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CALL FOR APPLICATIONS

Membership and Communications Assistant

European Women's Lobby Secretariat Brussels

Fixed term 12 month contract

Preferred start date: October 2020

Deadline for applications: 6 September 2020 23:59 CET

DO YOU WANT TO WORK FOR A FEMINIST EUROPE?

You are in the right place! [The European Women's Lobby \(EWL\)](#) is the largest umbrella organisation of women's organisations in the European Union, gathering over 2000 women's associations. The EWL has members in 32 European Countries as well as 19 European wide members. The EWL campaigns for a feminist Europe, which promotes women's rights and equality between women and men in the European Union.

YOU COULD BE THE PERSON WE ARE LOOKING FOR!

We are looking for a Membership and Communications Assistant to support the work of the Membership and Communications Hub, and achievement of [EWL's strategic objectives](#) specifically to:

- Assist and support the management of **website** and **social media** content (with input of EWL staff and members);
- Work with the Communications and Media Coordinator to develop **communication actions**, supporting EWL advocacy and fundraising objectives, and Members' work across Europe;
- Work with colleagues to improve engagement with EWL Members through internal **communications** (newsletters, etc) and **information management** (update database, etc) and;
- Support the good management of EWL's governance.

As an inclusive feminist organisation, we are seeking to build an organisation that represents Europe in all of its diversity. We believe candidates with diverse experiences and backgrounds bring real added value to our existing feminist culture. As such, we strongly encourage applicants from underrepresented and marginalised groups, sexualities or nationalities to apply: for example candidates from ethnic minority groups, people with disabilities, people with caring responsibilities etc.

HOW TO APPLY

Please read the instructions and the role description, necessary skills & attributes and conditions carefully before you apply. When drafting your cover letter of maximum 2 pages, please indicate very clearly in the subject line which position you are applying for. Your letter should address point by point the elements of the job description, to help us identify the skills, knowledge and experience you have to be able to do the job effectively. As we often receive a large number of applications, we will give priority to those who can demonstrate that they meet the skills and experience required. We know you are busy, and we appreciate you taking the time to apply!

Interested candidates are requested to submit to the European Women's Lobby jobs@womenlobby.org the following documents:

- **Your 2 page CV in Word or PDF (name your file as follow 'Last name-CV')**
- **A cover letter of maximum 2 pages in Word or PDF (name your file as follow 'Last name-cover letter')**

Please keep in mind that only applications transmitted via the correct procedure will be considered.

Closing date for applications is 6 September 2020 23:59 CET. Interviews of shortlisted candidates will be held week of 21 September 2020. Interviews will be held via videoconference. The ideal candidate should be able to start preferably during October 2020.

ROLE DESCRIPTION

Role title: Membership and Communications Assistant

Short term contract at the European Women's Lobby (12-month contract)

Role purpose: Working under the supervision of the Membership and Governance Coordinator, the Membership and Communications Assistant will support the work of the Membership and Communications Hub, specifically:

- Assist and support the management of **website** and **social media** content (with input of EWL staff and members);
- Work with the Communications and Media Coordinator to develop **communication actions**, supporting EWL advocacy and fundraising objectives, and Members' work across Europe;
- Work with colleagues to improve engagement with EWL Members through internal **communications** (newsletters, etc) and **information management** (update database, etc) and;
- Support the good management of EWL's governance.

Reporting to: Membership and Governance Coordinator

Location: EWL Secretariat, Brussels

Starting date: October 2020

Deadline for applications: 6 September 2020 23:59 CET

MAIN TASKS

Communications (60%)

- Work with the Communications and Media Coordinator (currently under recruitment) to develop communication actions, in support of EWL policy, campaigns, and fundraising objectives, and Members' work across Europe;
- Work with Communications and Media Coordinator to coordinate communications to more effectively reach our external audiences;
- Support the management of EWL's online presence including website and social media;
- Prepare information and support the production and design of print and electronic materials for various audiences and;
- Work with EWL staff and members to strengthen communication skills and capacities.

Members' engagement 25%

- Work with the EWL Membership and Governance Coordinator to improve engagement with EWL Members including supporting consultation processes, organising capacity strengthening activities with and for members, and coordinating EWL's plan for our engagement with young women;
- Support EWL's Membership & Governance Coordinator in the internal communications with our members;
- Support EWL's Membership & Governance Coordinator in maintaining and updating an accurate membership information, including our mailing lists and contact database;
- Work with the EWL Membership and Governance Coordinator to coordinate EWL's governance structures and decision-making processes, including with the Executive Committee, the Board and the General Assembly.

General administration and other duties 15%

- Support the Membership and Governance Coordinator and the Communications and Media Coordinator with tasks related to data protection laws and procedures (GDPR) under supervision of the Finance and Admin Director.

- Assist with other administrative tasks as required within the Membership and Communications Hub.
- Take part in EWL staff meetings and retreats as required.

SKILLS & ATTRIBUTES

Essential Skills, attributes and experiences

EWL embraces a feminist culture that imbibes our core values, vision and mission. We are, therefore, seeking a future colleague who will embrace and commit to our [EWL Feminist Culture](#) and is aligned with EWL's positions, especially on male violence against women and prostitution as per the EWL position paper "[Towards a Europe Free from all Forms of Male Violence Against Women](#)".

Essential skills and attributes

- Commitment to intersectional feminism and women's rights, and alignment with the [European Women's Lobby Strategic Framework, positions and vision, mission and values](#);
- Excellent organisational, time management and project management skills;
- Strong communication and interpersonal skills with ability to work in a team and independently;
- Good writing, editing and proof reading skills in English (and French is a plus)
- Strong analytical skills and attention to detail.
- Solid IT skills including good knowledge of Microsoft suite, mailing systems, social media platforms and contact management tools.

Desirable skills and attributes

- Experience in communications work, especially in content creation and social media management.
- Knowledge and experience with design programmes, such as Adobe InDesign and Canva
- Knowledge of other languages is a plus

WHAT WE OFFER

- The opportunity to work in the leading European women's rights organisation, protecting and promoting the rights of millions of women and girls in 32 countries;
- A relaxed office environment, with a great deal of personal autonomy, flexibility, and room for creativity and innovation;
- A friendly and lively international environment in a small team of 15 dedicated feminists;
- Feminist working culture with strong HR management framework committed to staff development and personal evolution;
- A fixed term 12-month contract under Belgian law, full time, 37,5 hours/week
- A gross salary of 2.500 EUR/month plus benefits: lunch vouchers and reimbursement of local transportation. This salary is not negotiable.