The European Women’s Lobby (EWL) is the largest umbrella organisation of women’s associations in the European Union, gathering over 2000 women’s associations. The EWL has members in all 28 EU Member States and three of the candidate countries. The EWL aims at promoting women’s rights and equality between women and men in the European Union.

The current call concerns a full time paid internship, to support the EWL Secretariat in Brussels to streamline its digital knowledge management and in its online working policies and practices. The European Women’s Lobby has been certified as an “excellent employer” by Interns Go Pro and it committed to upholding the best possible standards in its internships.

**Starting date: 4 September 2017**  
**Deadline for applications:** 16 July 2017 midnight CET

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**How to apply**

Are you the right person for this internship?

Please read the role profile and qualifications carefully before you apply. When completing the application form, please refer to the job description in detail, to help us identify the skills, knowledge and experience you have to be able to do the internship effectively.

Interested candidates are requested to submit the below completed application form and return it by e-mail to: ewl@womenlobby.org, mentioning in the subject line ‘Application for paid internship digital knowledge management 2017 YOUR NAME’. Please do not send any other documents such as CV, letter, certificates. Applications that do not follow the instructions for completing and submitting the application will be not considered.

**Closing date for applications** is 16 July 2017 at midnight CET. We regret that, due to the high number of applications, only shortlisted candidates will be contacted.

Interviews of shortlisted candidates will be held on 27-28 July 2017 (exact date to be confirmed to shortlisted candidates during the week of 24 July). Interviews through Skype can be envisaged. The ideal candidate should be able to start on 4 September 2017.

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; 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.
JOB DESCRIPTION
PAID INTERNSHIP EUROPEAN WOMEN’S LOBBY SECRETARIAT, BRUSSELS
(6 MONTHS – FULL TIME)

1. TASKS

This internship will work in the EWL Secretariat in Brussels, and will support our digital knowledge management and online working practices and policies.

A work plan will be established by the internship supervisor and the intern at the beginning of the internship period, in order to define the tasks and goals for the internship. This will include a focus on learning and personal development as well as clear guidance.

Here is a description of the different work areas and related general tasks of EWL Secretariat in Brussels. We are in the process of developing more digital and online working practices for the Secretariat in Brussels, for and with our members and more widely as part of engaging stakeholders. We are looking for support to help facilitate this digital knowledge management, including databases, archiving and sharing information and contacts. We are also looking for someone to assist in the development and roll out of our online working policies and practices. This is not a position that focuses on EU policies, campaigning or lobbying, and would not suit a person who is looking for such.

The focus of this internship will be to:

Support the EWL to streamline its digital knowledge management:
- Support in the development and implementation of internal digital knowledge management system for documents, reports and information for the EWL Secretariat
- Support in the improvement and streamlining of existing database for contact management
- Support the development of a proposal for upgrading database system for contact and events management (a Customer Relationship Management system)
- Support the updating of information on our website including information about our members and their work
- Support the ongoing improvement of our member’s’ forum (intranet)

Support the development of online working policies and practices
- Building on needs assessment and review of existing practices within the European Women’s Lobby, support the drafting of a policy for online working.

Internal Support
- Participate in and contribute to regular staff meetings, internal brainstorming meetings and staff strategy days
- Support the preparation of the EWL members’ meetings as appropriate.

2. CONDITIONS, COMPETENCES AND SKILLS:

a. Be legally entitled to live and undertake an internship in Belgium.
b. A university degree in a relevant discipline such as ICT, archiving, knowledge management
c. Strong commitment to the effective achievement of women’s rights and equality between women and men and knowledge/some experience in this area.
d. Special interest for the issue of digital knowledge management and online working.
e. Fluent English.
f. Expertise/experience in online communications and media, including web management, intranet and social media.
g. Excellent IT skills and Computer literacy: especially in the fields of development and management of databases
h. Ability to work with deadlines.
i. Ability to work as part of a lively and dynamic team.
j. Reliable and diplomatic attitude.

3. 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.

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.