

JOB OFFER

COMMUNICATIONS TRAINEESHIP AT CLIMATE ALLIANCE



Climate Alliance

The Climate Alliance European Secretariat is seeking a

Communications trainee

The successful candidate will join its highly motivated and multilingual Brussels team to work on the Energy Poverty Advisory Hub (EPAH) initiative in close collaboration with the communication officer on a full-time basis. The selected candidate would ideally start in June 2022 for a duration of six months.

Application deadline: 22 May at 23:59 pm CEST but interviews will take place on a rolling basis so candidates are advised to apply as soon as possible.

Your role

The Energy Poverty Advisory Hub (EPAH) is the EU initiative on local action against energy poverty. As part of the EPAH team, the communication trainee will assist the communication officer in maintaining the EPAH website and creating compelling content for the web. Additionally, the trainee will have the chance to learn new skills as part of the EPAH team as well as the Climate Alliance Brussels team and the Climate Alliance Frankfurt team.

Description of desired results

Under the supervision of the communication officer, the communication trainee will provide support in the following areas:

- Maintaining up-to-date and improving the Energy Poverty Advisory Hub website by creating and posting engaging content for the web.
- Creating and implementing social media campaigns.
- Assisting in the production of publications (reports and infographics).
- Creating visual content (mostly images).
- Creating the EPAH newsletter.
- Assisting in the organisation of online and face to face events (meetings, workshops and webinars).

Studies and technical skills

- Degree in strategic communication, journalism or any related fields.
- Very good editing and writing skills in English. Additional languages are an asset.
- Ability to translate technical information into engaging content.
- Experience in using CMS (basic understanding of website development is an asset).
- Experience in managing social media.
- Basic knowledge of graphic designs skills and tools.
- Video editing (optional).

Personal skills

- Interest and/or experience in energy transition, climate change and sustainability.

- Team player, proactive and interested to learn new skills.
- Systemic as well as out-of-the-box thinker.
- Dynamic, pro-active and quick-starter.
- Excellent organisational skills, high attention to details and ability to multitask.
- Motivated to work with local authorities, networks of cities and NGOs on climate action.

Conditions

This is a paid six-month traineeship. The specific stipend and additional benefits will be decided based on the learning programme and the tasks of the trainee and in accordance with the Belgian law. Place of work: Climate Alliance Brussels Office, Avenue des arts 7/8 | 1210 Brussels | Belgium

Applicants must – due to legal reasons – hold EU citizenship or valid EU residence permit and a valid Belgian work permit.

Application process

Please send a motivation letter addressing the requirements and desired results for this position (1 page) as well as your CV (2 pages max) in English to career@climatealliance.org.

Please include “Job application | communications traineeship” in the subject line and clearly indicate possible start date and citizenship (and if non-EU, whether you are holder of a work permit for Belgium).

Deadline for applications: 22 May at 23:59 pm CEST. Interviews will be held remotely on a rolling basis.

Only shortlisted candidates will be contacted for an interview. CV and personal data of non-selected candidates are not shared with anyone outside Climate Alliance and will be deleted immediately after the recruitment process. For more information, read our [privacy policy](#).

The position will be filled as soon as a suitable candidate is found.

ABOUT CLIMATE ALLIANCE

Climate Alliance is a non-profit association uniting local authorities and indigenous rainforest peoples in their efforts to take action on global heating. With nearly 2,000 members spread across more than 25 European countries, Climate Alliance is Europe's largest city network dedicated to comprehensive and equitable climate action. Each member city, town and district has committed itself to continually cut greenhouse gas emissions, aiming for a 95% reduction by 2050 (as compared to 1990 levels) in line with IPCC recommendations. Recognising the impact our lifestyles can have on the world's most vulnerable people and places, Climate Alliance pairs local action with global responsibility. The network runs awareness raising campaigns, develops tools for climate action planning and fosters cooperation with indigenous peoples. Additional work goes into the management of EU-funded projects as well as EU flagship initiatives such as the Covenant of Mayors – Europe, communication and policy work. climatealliance.org

ABOUT THE ENERGY POVERTY ADVISORY HUB (EPAH)

The Energy Poverty Advisory Hub is a service platform for local governments that provides direct support, learning material, networking and events as well as a compilation of material and data relevant for alleviating energy poverty in the EU. EPAH reports to the European Commission Directorate-General for Energy and closely cooperates with other European Commission services and other EU institutions as necessary. The Energy Poverty Advisory Hub is a Service Contract with the European Commission by a consortium led by Climate Alliance together with Ecoserveis, AISFOR, NOVA University and Akaryon. The activities started in January 2021 with a performance period of 48 months.