



**Climate Action Network Europe is looking for a
Communication Assistant (Intern) (m/f/x)
(Paid internship, 6 months, Brussels)**

Climate Action Network (CAN) Europe is Europe's leading NGO coalition fighting dangerous climate change. We are a unique network, in which environmental and development organisations work together to issue joint lobby campaigns and maximise their impact. With over **200 member organisations** active in **40 European countries**, representing **over 1,700 NGOs** and **more than 40 million citizens**, CAN Europe promotes sustainable climate, energy and development policies throughout Europe.

CAN Europe is currently seeking a dynamic **Communication Intern** to join our communications team. This position is full time based in Brussels and will offer the successful candidate an opportunity to be at the center of the largest movement for global change that will affect people and the planet for centuries to come.

The candidate's responsibilities will include the following tasks:

- Support the CAN Europe communications team;
- Support the smooth running of the team and related administrative tasks;
- Support the development of multimedia and graphic content such as visuals, infographics, videos, publication layouts, photo banks;
- Supporting the production of content, including communication packages, data collection, media briefings, blog posts, as well as the production and editing of print and digital publications;
- Liaise with policy colleagues and communications coordinators to produce materials for policy and communications teams;
- Managing content and updates for the website (www.caneurope.org) and databases;
- Provide logistical support for calls, conferences and events, including taking minutes.
- Ensure communication templates are up to date: canva, hubspot, google docs and powerpoint.
- Support media and social media management, planning, monitoring and reporting;
- Support media network communications and network calls.

The ideal candidate will have the following attributes:

1. Studies in political communications, journalism/press or media relations, and/or in political science;
2. Excellent written and oral communication skills (English, any other European language is a bonus);
3. Interest in working on climate action and CAN Europe;
4. Solid grounding in Microsoft Office applications and CANVA as well as graphic design, video and photo editing skills;
5. Excellent knowledge of WordPress and social media channels (especially X, LinkedIn and Instagram);
6. The ideal candidate will be based in Brussels, autonomous, easy to communicate with, good at organising their work, and commitment for 6 months.

With this opportunity, we offer:

1. A temporary contract of 6 months with compensation “convention d’immersion professionnelle” (CIP) under Belgian law;
2. An exciting and highly motivating working environment;
3. Satisfaction from contributing to climate action;
4. Valuable professional experience;
5. An introduction to the vast network of European climate NGOs and the global Climate Action Network;
6. Gross remuneration of 1464 EUR/month plus phone and laptop expenses (In line with the “convention d’immersion professionnelle” (CIP) under Belgian law, the internship is specifically Brussels-based.

More about us:

We are an open and inclusive, multicultural, multilingual team and explicitly encourage applications from all applicants, independent of their age, ancestry, colour, disability, ethnicity, family or marital status, gender identity or expression, national origin, political affiliation, race, religion, sex or sexual orientation.

How to apply:

Please send an email with an attached CV and a concise letter in English explaining your background and your motivation for the specific position to internships@caneurope.org with subject line “*Communication Internship*”. Only candidates selected for an interview will be contacted. Thank you for your understanding. Interviews will be conducted in English.

Closing date for applications: **16 May** at 5pm

Interviews: First round on 22 May, second round on 27 May (both online, on zoom).

Expected start date: as soon as possible thereafter.

Contact

For any questions in relation to this position, please contact Winfried Hoke via internships@caneurope.org.