

Communications Digital and Social Media Assistant
(re-advertisement, previous applicants need not apply)

The EPC is looking for a Digital and Social Media Assistant (equivalent to a paid internship) to join its communications team for six months, starting in **September 2023**. The successful candidate should have a demonstrated knowledge of social media promotion and digital communications tools, a good understanding of EU institutions, and an interest in using technology to tell a think tank's story.

Profile

- An undergraduate or higher University degree;
- Strong interest in European affairs and commitment to European integration;
- Fluent in English, fluency in at least one other major European language is desirable;
- Creative, innovative, reliable and responsive;
- Comfortable using content-management systems, social media posting, monitoring and automating tools;
- Experience with graphic design tools (e.g. Canva or Illustrator) and knowledge of web technologies an advantage;
- Ability to work independently and collaboratively in a multicultural and multidisciplinary team;
- Be based in or be willing to travel frequently to Brussels.

Main duties

- Managing the EPC's digital presence across social media platforms;
- Keeping the website updated through the content management system;
- Liaising with the Events team to promote and live posting of events on Twitter and other platforms;
- Organise the collection of data for analytics;
- Support the communications team in other tasks;
- Play an active role in the EPC Operations team.

The post will remain open until Wednesday 30 August, with a first analysis of applications on Wednesday 16 August. Interviews and recruitment will take place on a rolling basis. For more details about how to apply, see below.

How to Apply

Candidates who meet the requirements should send by e-mail a **one-page motivation letter addressed to Emma Woodford, EPC Chief Operating Officer, together with a CV, each in PDF format, and the following exercise** to cv@epc.eu.

The email should include the **name of the position, the programme, and your name and surname in the subject line**, for example, Project Manager Connecting Europe Name Surname.

Exercise:

The link below takes you to an EPC publication.

<https://www.epc.eu/en/publications/How-the-EU-and-the-US-should-overcome-their-trade-and-supply-chain-dis~4cfcf>.

How would you promote this on social media? In particular, write (a) some tweets and (b) some content for LinkedIn. Explain the reasons for the choices you have made.

The EPC is an equal opportunities employer. We value diversity and particularly encourage applicants from groups of society that are not well represented in Brussels think tanks, Brussels-based civil society or European policy making.

*All applicants will be sent a diversity survey upon receipt of your application. The data will be confidential and only used for our internal monitoring purposes. **Please do not include a photograph in your application.***

In view of the expected high number of applications, please note that we will only be able to contact shortlisted candidates.