

Communications Assistant

About ERRIN

The European Regions Research and Innovation Network ([ERRIN](#)) is a well-known Brussels-based association that gathers around 120 regional stakeholder organisations from more than 20 European countries. Established in 2001, ERRIN supports members to enhance their regional and local research and innovation capacities and further develop their R&I ecosystems. The network maintains a long-standing relationship with the EU institutions and other organisations to strengthen the regional and local dimension in EU Research and Innovation policy and programmes.

ERRIN offers a platform for knowledge exchange and facilitates regional collaboration, supporting its members through the project development process and providing project opportunities. ERRIN members collaborate through 13 Working Groups and two Task Forces, covering both thematic areas and overarching policy issues based on members' priorities and on current funding opportunities. Working Group and Task Forces meetings are at the heart of ERRIN's activities, as this is where our members meet regularly to exchange information, present regional examples, build new partnerships, develop joint projects, network and much more.

Purpose of the role

This role is an excellent opportunity for a recent graduate looking to take their first steps in EU regional Research and Innovation Policy. The assistant will actively participate in the daily work of the ERRIN Secretariat by carrying out communications and office management tasks and will be able to support [Working Group](#) activities in one or more thematic areas of interest.

The assistant will gain knowledge of EU policy in the thematic area of choice and improve various skills linked to facilitating Working Groups and their activities.

Responsibilities and foreseen scope of tasks

Communications

- Create content for the ERRIN website (writing news items, uploading events information, publishing moderated content);
- Create visual material for social media, ERRIN events and projects;
- Monitor the ERRIN general mailbox and member enquiries;
- Support developing ERRIN's bi-weekly newsletter.

Member relations

- Support members with updating members' profiles on the ERRIN website;
- Manage the approval of individual accounts on the ERRIN website and keep user profiles up-to-date.

Office management

- Support the daily running of the office;
- Support the organisation of in-person and online meetings;
- Help to organise and maintain office common areas.

Working Groups

- Support the ERRIN Team in the facilitation of ERRIN Working Groups, which includes, for example: a) development of meeting agendas, and organisation of events in cooperation with ERRIN members; b) gathering and disseminating information on related EU level initiatives.

Candidate profile

This position is open to all recent graduates who are looking for a place to develop their skills and to build a strong profile for a future career in communications and research and innovation. We are seeking a self-motivated person who can work independently as well as in a team. The candidate should also be organised, and solution-oriented. Excellent spoken and written English is required along with knowledge of one other European language. The person must be customer-focused and able to work in and actively contribute to a team.

The candidate is expected to be based in Brussels or available to relocate at the start of the contract.

Conditions

The position is offered as a six-month Belgian traineeship under the “Convention d’immersion professionnelle” with the possibility of an extension. The monthly salary is 1200€ per month in addition to a monthly travel pass for Brussels.

How to apply

To apply, please send your CV and cover letter in English to teresa.vio@errin.eu. Please also indicate your preferred starting date. Your CV and cover letter should be sent in PDF-format and the file should be named: “First name_Last name_ERRIN traineeship 2024”. The deadline to apply is 27 February 2024 at 17.00. However, we will be reviewing applications and conducting interviews on a rolling basis. The foreseen starting date is end of March/mid April.

Only shortlisted candidates will be contacted.

Data protection

The information provided by the candidates in their application form is collected for the purpose of the selection procedure and the recruitment process.