

PUBLIC AFFAIRS AND CORPORATE COMMUNICATIONS TRAINEE

The European Travel Commission (ETC) unites the National Tourist Organisations (NTOs) of the EU member states, as well as a number of non-EU members within Europe. Its core mission is to promote Europe as the world's most compelling tourist destination in long-haul markets. To fulfil its mission, ETC uses a wide range of marketing tools and resources.

ETC is looking for a trainee for the period from mid-June 2018 to end of December 2018 (dates to be defined). We offer young graduates a unique opportunity to gain work experience at an international organization based in Brussels and gain insight on tourism in Europe and worldwide from a privileged position.

Contract type: CIP (*Convention d'Immersion Professionnelle*).

Monthly compensation : €1.000

PLACE WITHIN THE ORGANISATION

The Trainee works within the Administration, Finance and Public Affairs department and reports to the Head of Finance and Public Affairs.

PROFILE

- Master's Degree in European Affairs, Communications or another relevant field.
- Fluent in English; knowledge of other European languages is an advantage.
- Experience with social media communications
- Strong written and oral communication skills
- Excellent organisational skills, flexibility, responsibility, attention to details
- Proven interest and experience in advocacy or communication campaigns is a plus.
- Thorough understanding of EU institutions and legislative procedures is a plus.
- Knowledge and experience of event management is a plus.
- Excellent knowledge of Microsoft Office.

TASKS

Public Affairs

- Research on relevant advocacy topics
- Drafting of briefings for ETC members and the Executive Unit (e.g. Briefing on recent developments for collaborative economy in the tourism sector)
- Mapping of decision makers and background research

Corporate communications

- Regular updating of ETC's corporate website: www.etc-corporate.org, and other platforms (e.g. www.ecty20187.org) editing text, adding photos, updating information about the members, updating dead links, creating banners etc. Requires some understanding of the html-language logic.
- Help in the day-to-day management of B2B social media channels, especially in following the latest trends. Preparing reports on the performance of the B2B social media channels (Twitter, LinkedIn).
- Support in drafting / proofreading press releases and reports.
- Help in answering external enquiries by e-mail, in English.
- Help in collecting press clippings and filing them.
- Participation in ETC meetings in Brussels (as required).

ETC 2018 Anniversary

- Collecting materials from ETC members for the Exhibition organised on the occasion of ETC's 70th Anniversary
- Support in completing the project on the history of ETC

Event Management

- Support in organisation of meetings and events
- Creation of event branding and promotion plan in order to meet attendance goals

Administration

- Support in archiving and filing of all finance and admin related documents
- Other administrative and technical support
- Updating and categorizing of ETC's Outlook Contact Database in a correct and consistent way.

CONTACT

Please send us your CV and a motivation letter (in English), outlining how your profile matches our requirements, to:

Teodora Marinska

Head of Finance and Public Affairs

[European Travel Commission](http://www.EuropeanTravelCommission.com)

teodora.marinska@visiteurope.com

Please mention "Public Affairs Trainee" in the subject line.

Deadline for applications: 12th June 2018 EOB