

**Frankfurt Headquarters**

+49 69 717139 0

europa@climatealliance.org

Brussels Office

+32 2 400 10 62

brussels@climatealliance.org

climatealliance.org

Job opportunity

Communication traineeship

The Climate Alliance European Secretariat (Brussels Office) is offering a communication traineeship. The successful candidate will join its highly motivated and multilingual Brussels team to work on the European Climate Pact and European City Facility initiatives in close collaboration with the communication manager.

Your tasks

The European Climate Pact is a movement of people united around a common cause, each taking steps in their own worlds to build a more sustainable Europe. Launched by the European Commission, the Pact is part of the European Green Deal and is helping the EU to meet its goal to become climate-neutral by 2050. Climate Alliance is part of the Pact Secretariat, and by joining our team you would support the implementation of our approach to citizen engagement activities.

The European City Facility (EUCF) is an initiative to support municipalities/local authorities across Europe to develop investment concepts to accelerate investments in sustainable energy. As part of the CA team, the communication trainee will assist maintaining the EUCF website and support in the realization of other outreach activities. Additionally, the trainee will have the chance to learn new skills as part of the Climate Alliance Brussels and Frankfurt team.

Description of desired results

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

- Maintaining up-to-date and improving the EUCF website by creating and posting engaging content for the web.
- Assisting in the production of publications (reports and infographics).
- Creating visual content (mostly images).
- Assisting in the organization of online and face to face events.
- Assisting the Climate Pact Task 4 Lead in drafting a visual menu of citizen engagement activities and organizing related events, both online and in person.

Selection criteria

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).
- Experience in translating texts into visual communication
- Hands-on experience with hosting meetings/activities at Zoom platform.
- Knowledge of EU Survey is and advantage

PERSONAL SKILLS

- Interest and/or experience in energy transition, climate change and sustainability.
- Interest and/or experience with participatory methods.
- Team player, proactive and interested to learn new skills.
- Systemic as well as out-of-the-box thinker.
- Creative and innovative approach to communication.
- Dynamic, pro-active and quick-starter.
- Excellent organizational skills, high attention to details and ability to multitask.
- Motivated to work with local authorities and civil society on climate action.

Terms

This is a paid full-time traineeship for a six-month duration starting from mid January 2024. The specific stipend and additional benefits will be decided based on the learning programme and tasks of the trainee and in accordance with the Belgian law.

Applicants must have the legal right to be employed in Belgium and be based in Brussels or willing to relocate. Only short listed candidates will be contacted. The position will be filled as soon as a suitable candidate is found.

LOCATION

Climate Alliance | Mundo-Madou | Avenue des arts 7/8 | 1210 Bruxelles | Belgium

HOW TO APPLY

Please send your motivation letter (max. 1 page) and CV (max 2 pages) in English to career@climatealliance.org.

Deadline for applications: 30 November 2023 at 23:59 pm CEST.

The interview process will be on rolling bases and is expected to end by mid-December.

THE EUROPEAN CITY FACILITY (EUCF)

The EUCF is a European initiative to support municipalities/local authorities, their groupings, as well as local public entities aggregating municipalities/local authorities across Europe to develop investment concepts to accelerate investments in sustainable energy. In form of a EUR 60,000 grant, the EUCF finances services and activities to support the development of investment concepts, such as (technical) feasibility studies, market analyses, stakeholder analyses, legal, economic and financial analyses, risk analyses and further supporting tasks. The project started as an Horizon 2020 grant in 2019 and has now been renewed under the LIFE program. [WEBSITE](#)

THE EUROPEAN CLIMATE PACT

The European Climate Pact is a movement of people united around a common cause, each taking steps in their own worlds to build a more sustainable Europe. Launched by the European Commission, the Pact is part of the European Green Deal and is helping the eu to meet its goal to become climate-neutral by 2050. The Pact was launched in December 2020 and is currently in its second phase of implementation. [WEBSITE](#)

THE CLIMATE ALLIANCE

For over 30 years, Climate Alliance member municipalities have been acting in partnership with indigenous rainforest peoples for the benefit of the global climate. With nearly 2,000 members spread across more than 25 countries, Climate Alliance is Europe's largest city network dedicated to comprehensive and equitable climate action. Recognising the impact our lifestyles can have on the world's most vulnerable people and places, Climate Alliance pairs local action with global responsibility. climatealliance.org