

30 August 2023

COMMUNICATIONS SUPPORT INTERNSHIP

In order to support Caritas Europa's communications work, the Secretariat based in Brussels is offering a full-time, 5-months internship through the **European Leadership Programme** fellowship of Jesuit European Social Centre (JESC).

Mission

The intern will support the Communication Unit in establishing a photography database to implement the organisation's new visual branding, in line with GDPR and ethical considerations. The intern will more specifically support with establishing a categorisation process and with sorting and storing photos. S/he will contribute to the creation of photography guidelines for the network and any other guidelines and/or other photography/audiovisual material. The intern will be able to benefit from learning opportunities.

The intern will be part of the Communication Unit and will report to the Unit Director.

Key tasks

The intern will:

- Assist the Unit Director and Officers in setting up and supplying a photography database;
- Establish a process for categorising photographs for ease of use;
- Sort existing photographs received from member organisations and call for new photographs;
- Draft guidelines for the network to take and share photographs;
- Support the unit in any other visual work as needed;
- Support the CE-Secretariat in any activities as needed, in particular the advocacy unit with advocacy communication tasks, desk research, drafting policy updates and papers, taking minutes, etc.;
- Participate in unit and team meetings.

Profile

- Bachelor/Master student with experience or interest in photography;
- Knowledge of Photoshop and the Adobe package is an advantage;
- Fluent in spoken and written English, preferably with good command of other European language(s). The working language is English;
- Basic knowledge of, and commitment to, the Catholic Social Teachings (CST), including its principles and values;
- Good interpersonal and communication skills;
- Self-motivated, helpful and dedicated team player, able to take responsibility and initiative;
- Results oriented;
- Good IT and computer skills.

Caritas Europa is committed to safeguarding people from exploitation and abuse in its work and has specific policies on this commitment which outlines the expected behavior and the responsibility of all staff. We follow safe recruitment practices according to our safeguarding policies.

Any candidate offered a position within Caritas Europa will be expected to sign the Code of Conduct as an appendix to their contract and agree to conduct themselves in accordance with its provisions.

The internship is linked to participation in the European Leadership Programme (ELP). For ELP related questions, please contact Ms. Fehéreková at assistant@jesc-elp.eu. For questions related to the position at Caritas Europa, please contact Mr. Somers at msomers@caritas.eu.

Apply at: www.jesc-elp.eu.

Caritas Europa (CE) is the network of 49 organisations from 46 European countries. It is one of the seven regions of Caritas Internationalis, a confederation of 165 Catholic relief, development and social service organisations. Our vision is of a civilisation of love and justice where every human person can flourish and live in peace and dignity as part of one human family. Caritas Europa has a heartfelt commitment to analyse and fight poverty and social exclusion and to promote true integral human development, social justice, and sustainable social systems in Europe and throughout the world. Caritas Europa advocates for, and with, people in need to transform society into a more just and inclusive civilisation. Caritas Europa recognises the need for mutual learning and innovation in all we do.