

Reporting to: Director of Communications

Location: Brussels

Overall purpose: We are looking for a motivated communicator to support the implementation of the ICA communication actions through the different channels and campaigns.

Context:

The International Cooperative Alliance (ICA) is an independent, non-governmental organisation established in 1895 to **unite, represent and serve cooperatives worldwide**. It provides a global voice and forum for knowledge, expertise and coordinated action for and about cooperatives.

The ICA's members are international and national cooperative organisations across 110 countries from all sectors of the economy, including agriculture, industry, services, banking, retail, fisheries, health, housing and insurance. Through its membership, the ICA gives a voice to **over one billion of the world's citizens**.

2020 is a historical moment for the movement as we are celebrating our 125th anniversary. We are looking for a **dynamic, motivated, multi-skilled student and/or graduate in communications** (Bachelor or Master's) **with a keen interest in cooperatives**.

More information is available at: www.ica.coop

The responsibilities include to assist in all communication-related tasks such as*:

- the drafting of content for external and internal communication channels and campaigns, including social media.
- the production of communication materials to increase visibility (newsletters, articles, press releases, posters, brochures, illustrations, videos, etc.)
- the updating of the ICA's website/s (structure, content and overall architecture)
- the organization and participation in events and debates on selected topics
- Other related tasks as needs arise

Person specifications

Essential

- Degree in related discipline;
- Excellent written and spoken English;
- Experience in drafting content for the web
- Good understanding of the importance of social media and be comfortable editing in social media formats;
- Understanding of the international institutions;
- Ability to work in a multi-national environment; excellent interpersonal skills;

Desirable

- Independent command of French and Spanish
- Good command of the website CMS Drupal and Wordpress
- Experience in Mailchimp
- Experience in the cooperative movement or other member-based institutional system

Terms and conditions

This is an intern under the framework of the Belgian Professional Immersion programme (Convention d'Immersion Professionnelle) for a period of 6 months (Belgian citizens) up to 12 months (other nationalities).

Starting date is as soon as possible.

Located at the Cooperative House Europe (Avenue Milcamps, 1030 Brussels, Belgium).

Applications

Interested candidates are asked to apply by submitting a **motivation letter** and a **detailed CV** to Recruitment@ica.coop. Please mention in the email subject your name followed by 'Communications intern'.

Deadline for applications is the **17th January 2020** (23h59 CET).

Please note that due to large numbers of applications and our limited capacity, we regret that only shortlisted candidates will be contacted.

*This Position Description is subject to revision from time to time as the organisation's needs change.