

Vacancy – Communications and Events Trainee

The Communication department at ECSO is opening a six-month full-time (paid) traineeship position focusing on ECSO's communication and events initiatives. This role provides a unique chance to engage with all aspects of events, including their planning, promotion and execution.

Jumpstart your Comms career in the European Cybersecurity Organisation!

Job Description

How would you like being part of the organisation of impactful events all over Europe? We are seeking a creative and detail-oriented Communications and Events Trainee to support ECSO's event-related activities and communication efforts. In this role, you will assist with the planning and execution of ECSO's events, from coordinating the work of partners and supporting logistical organisation, to drafting communication campaigns, news pieces and webpages, social media content and the design of compelling visuals.

Overall Responsibilities and Objectives

As a Communications and Events Trainee, you will engage in:

- Event Support: Assist in preparatory communication tasks for events, including organising meetings, coordinating with partners, supporting logistical planning, sending out mass mailings
- Event Copywriting: Assist in the drafting of press releases, articles, social media posts, and the creation of visuals.
- Website Management: Support with website content, including drafting articles and dedicated pages about ECSO's events.
- On-site Management: You will also have the chance to attend some events, represent ECSO, and to summarise meetings and prepare minutes and reports.
- General Communications Administration: Address internal requests from other departments, keep files organised in SharePoint, update and keep track of mailing lists, and perform other ad-hoc duties as assigned by your supervisor.

Requirements

- European Citizenship

A Bachelor's or Master's degree in communications or a related field is a plus

- Interest in cybersecurity

- Proactive, flexible, and independent
- Excellent verbal and written English communication skills
- Detail-oriented with the ability to multitask and work under tight deadlines
- Effective communication and organisational skills
- Proficiency in MS Office (Outlook, Word, PowerPoint, and Excel)

Ideal Candidate

- Previous experience in event planning and coordination in Brussels or in an international environment is a plus (e.g., think tank, NGO, membership-based association, EU Institutions)
- Knowledge of WordPress, Mailchimp, Canva, or other graphic design tools is a plus. In-house training will be provided.

Application Details

CV + Cover Letter to be sent to:

- Victoria Cristiano, Communications & Events Manager (victoria.cristiano@ecs-org.eu)
- Pablo Robles Hernández, Communications & Marketing Manager (pablo.robles@ecs-org.eu)

Deadline for submitting your application: 19 August COB

Starting Date: Beginning of September