

# Communications & Events Trainee

In the ECISO Communications Team

Would you like to be part of the organisation of **impactful events** all over Europe? We are seeking a **creative** and **detail-oriented** Communications and Events Trainee to support ECISO's event-related activities and communication efforts. In this role, you will assist with the **planning, promotion, and execution** of ECISO'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. Jumpstart your career in the European Cyber Security Organisation!

## About ECISO

The European Cyber Security Organisation (ECISO) is a **not-for-profit** membership-based organisation established in 2016. Uniting more than **320 stakeholders**, ECISO develops a competitive European cybersecurity ecosystem that provides **trusted** cybersecurity solutions, advances Europe's technological **independence**, and unifies its cybersecurity posture.

## Main Responsibilities

- **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 ECISO's events.
- **On-site Management:** You will also have the chance to attend some events, represent ECISO, and to summarise meetings and prepare minutes and reports.
- **General Communications Administration:** Address internal requests from other departments, follow the organisational structure of our file and asset archives,

update and keep track of mailing lists, and perform other ad-hoc duties as assigned by your supervisor.

## What we offer

- Paid traineeship.
- Full-time.
- Duration: 6 months.
- Hybrid work environment (office presence in Brussels required 3 days per week).

## Requirements

- European Citizenship.
- A Bachelor's or Master's degree in communications or a related fields.
- Interest in cybersecurity.
- Communicative and reliable team player.
- Proactivity, flexibility, and autonomy.
- 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).

## Preferred

- Knowledge of WordPress, Mailchimp, Canva, or other graphic design tools is a plus. In-house training will be provided.
- 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).

## Application Process

- Send your CV to and cover letter to:
  - [victoria.cristiano@ecs-org.eu](mailto:victoria.cristiano@ecs-org.eu)
  - [pablo.robles@ecs-org.eu](mailto:pablo.robles@ecs-org.eu)

- Applications will be reviewed on a **rolling basis**.
- Only shortlisted candidates will be contacted.
- **Expected starting date:** First half of January 2025
- Applicants must have the right to legally work in the EU

In accordance with the GDPR, ECSO ensures that your data will be processed exclusively for the purposes of completing this recruitment process. By applying, you consent to the processing and storage of your data. Your data will be made available to the Secretary-General as well as the administrative personnel responsible for the recruitment process. You can withdraw your application and the right to process the data that you have provided to us at any time by sending an e-mail to [secretariat@ecs-org.eu](mailto:secretariat@ecs-org.eu)