



MENTAL HEALTH EUROPE IS LOOKING FOR A COMMUNICATIONS AND EVENTS ASSISTANT (internship)

THE POSITION

Mental Health Europe (MHE) is looking for a Communications and Events Assistant (internship) for a full-time position to join its team in Brussels. We are looking for a creative thinker and a born organiser who is keen to contribute to the promotion of positive mental health and wellbeing through compelling communication and efficient organisation of events.

Summary of job: To support MHE's internal and external communications, to liaise with member organisations, partners and stakeholders, to help organise events and support the preparation of communications outputs (e.g. articles, videos, news items, social media). The intern/assistant will work directly with the Communications Manager; s/he will be expected to contribute to the implementation of the 'Rural Mental Health' and 'Inter-Active living for Mental Health' projects and the overall work of MHE.

Duration: 6-month fixed-term internship contract (with monthly allowance)

Hours: 38 hours/week

Starting date: ASAP

Main duties include:

1. Communications and marketing

- Assist with implementation of communication plan for MHE's policy work and projects
- Support the production of internal and external newsletters: sourcing information, editing images, drafting news items, updating the website
- Support planning, delivery and monitoring of social media activity across Facebook, Twitter and Instagram
- Conduct media monitoring on topics related to mental health, human rights, and EU policy news
- Contribute to the implementation of MHE's awareness raising campaigns and the development of new marketing and communications projects and activities

2. Membership

- Provide support and information to MHE members
- Update databases of members, partners and relevant target groups
- Answer potential new members' requests and enquiries about partnerships/collaborations with other organisations

3. Events

- Support the organisation of events (*European Parliament events, capacity-building seminars, MHE General Assembly, webinars, etc.*), including:
 - Registrations;
 - Travel and accommodation (speakers/guests);
 - Invitation letters;

- Liaison with participants: participant lists, badges, practical information, expense claims and invoicing;
- Onsite support;
- Follow-up of meetings and events.
- Attend external events as MHE representative when required

PROFILE

- University degree or relevant experience in Communications, Media, PR, EU Affairs and/or Marketing
- Fluency in English – native level (written and spoken). Knowledge of other European languages is an asset.
- Strong drafting skills (*articles, website items, social media*)
- Good analytical skills to translate complex information into accessible content for all audiences
- Advanced IT skills
- Very good organisational and interpersonal skills and teamwork, ability to work in a small, busy, international team
- Understanding of the EU institutions and decision-making processes
- Understanding of and commitment to MHE's approach to mental health and disability
- Experience of working with Content Management Systems (e.g. WordPress), email marketing (e.g. MailChimp) or running social media channels for an organisation is welcome
- Knowledge of video/design editing software (e.g. Adobe) is an asset

WHAT WE OFFER:

- Work in a friendly, creative, flexible working environment at the heart of the Brussels EU district in a small, dynamic, open minded and international team;
- A chance to improve skills and networking possibilities;
- An opportunity to implement your ideas in various communications projects;
- A professional experience on a topical issue;
- The possibility to contribute to better mental health for all;
- A 6-month professional integration agreement (*immersion professionnelle*) internship with an allowance of 800.00€/month (the candidate needs to qualify for a "convention d'immersion professionnelle")
- Hospitalisation insurance, contribution to public transport, and lunch vouchers;
- MHE is an equal opportunities employer.

Applications should be submitted to MHE Director Claudia Marinetti: claudia.marinetti@mhe-sme.org.
Please specify in the email subject "Application for MHE internship"

Applications should include:

- A cover letter (no longer than 1 page) describing how the candidate's profile matches the different job requirements and what the motivation for the post is.
- A CV, including details of two persons who could be contacted for references.

Closing date for applications: 23 January 2020

Expected dates of interviews: Week commencing 27 January 2020

Starting date: as soon as possible, ideally in February 2020.

All applicants must be qualified and eligible to work in Belgium. Unfortunately, we are unable to provide financial assistance to relocate to Brussels/Belgium. Please note that that only shortlisted candidates will be contacted prior to the interview date. We thank you for your interest in our vacancy.

About Mental Health Europe

Mental Health Europe (MHE) is the largest European non-governmental network organization working to advocate for positive mental health and well-being. We continuously champion social inclusion, the improvement of care and the protection of human rights for (ex)users of mental health services, their families and carers. We raise awareness to end mental health stigma throughout Europe. The United Nations Convention on the Rights of Persons with Disabilities is the foundation of our work. Find out more at www.mhe-sme.org

