



## **VACANCY**

### **Media Assistant (Internship)**

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JRS-Europe seeks a Media Assistant (twelve month internship position) to be a part of the Policy and Communications team. S/he will undertake a critical function in the implementation of JRS-Europe's mission, as summarised below.

#### **About JRS Europe**

The mission of JRS is to accompany, serve and advocate on behalf of refugees and the forcibly displaced. As the European Regional Office, JRS-Europe advocates for the protection of the fundamental rights of asylum seekers, forced migrants and refugees to the European Union institutions. The underlying basis of this work is to promote a more welcoming and respectful environment for persons who come to Europe to seek protection for themselves and their families.

The strategic objectives of JRS-Europe are threefold: to reduce the detention of undocumented migrants and asylum seekers; to raise political and social awareness on the plight of forced migrants who live destitute; and to ensure access to fair asylum procedures and the protection of forced migrants' rights at the European borders.

Based in Brussels, the main role of JRS-Europe is to submit field-based experiences, research and policy recommendations to the EU institutions. This entails regular contacts with our country office staff as much as frequent meetings with Members of European Parliament and European Commission officials, representatives of the United Nations Refugee Agency, the EU Fundamental Rights Agency, and Brussels-based civil society organisations with a pan-European mission. In addition, JRS-Europe undertakes communications work with media in Brussels and around Europe in the form of press events, journalist interviews and outreach and the publication of internal and external newsletters.

JRS-Europe is a member of the European Council for Refugees and Exiles (ECRE) and several working groups in Brussels, namely the European NGO Platform for Migration and Asylum. JRS-Europe is one of ten regions belonging to the global JRS network.

#### **Position summary**

As a part of the Policy and Communications team, the Media Assistant will benefit from the opportunity to work within a non-governmental organisation with a clear European dimension, and to obtain an inside-view of the EU policymaking process as it concerns asylum seekers, forced migrants and refugees.

The Media Assistant will assist the JRS-Europe team in the implementation of its communications strategy. S/he will report to the Communications Officer.

The Media Assistant has the following key responsibilities:

- Develop and maintain communication tools, including: posting items onto the main website and maintaining and updating its content; drafting news articles and press releases; obtaining input and drafting stories for the internal and external newsletter; taking part in the design of leaflets and the annual report;
- Assist in the planning, organisation and implementation of press and public events;
- Edit and proofread texts that are directed towards internal and external audiences, such as research reports, policy papers, leaflets and website material;
- Attend meetings with Brussels-based NGOs, as necessary, and maintain relations with communications and press officers of partner organisations;
- Assist in the planning, organisation and implementation of JRS-Europe led meetings, such as: staff meetings, JRS-Europe national director meetings, annual general meetings;
- Undertake work-related travel as necessary.

### Person specification

The Media Assistant needs to be someone who:

- Shares the vision and values of JRS;
- Is open-minded toward migrant and refugee issues;
- Is capable of executing word-processing and Internet functions, and maintains a sufficient knowledge of programmes such as MS FrontPage, Joomla web editor, Adobe InDesign, and other similar design and website programmes;
- Maintains an excellent command of oral and written English, comparable to that of a native speaker;
- Possesses demonstrated media and communication skills, such as experience with writing press releases, drafting new articles, conducting journalistic interviews, editing and proofreading;
- Is able to work within a team, as well as independently;
- Is a self-starter who takes initiative and offers creative ideas;
- Maintains a high level of efficiency and organisation skills.

The following desired capabilities are an advantage:

- Formal training or a university degree in communications, journalism or a related field;
- Design skills for online publishing or print publications;
- Knowledge of EU institutions and affairs relating to migration and refugee issues;
- Experience in working or volunteering within an NGO setting;
- A working knowledge of French or another European language.

### Terms of appointment

- This position is offered as a professional immersion agreement (*Convention d'immersion professionnelle*) on a basis of 37.5 working hours per week for 12 months and is suitable for people that are at the beginning their professional career;
- A stipend of approximately €790 per month, plus health insurance, as foreseen in Belgian law;
- JRS-Europe will provide assistance with finding accommodation in Brussels;
- JRS-Europe will assume public transportation expenses and all other expenses generated by the fulfilment of this agreement, including any necessary work-related travel;
- Two days holiday per month, in addition to all official Belgian public holidays;
- Starting date: as soon as possible.

**How to Apply:**

Please send a comprehensive letter outlining your suitability for this internship position and a CV in English to Michael Schöpf, Regional Director, at the following e-mail address: [europa@jrs.net](mailto:europa@jrs.net) Your letter must include the names of two referees. Incomplete applications and applications sent by post cannot be considered.

The application deadline is 27 February 2012, 13:00 CET.

Interviews for short-listed candidates will be scheduled individually on March 15<sup>th</sup> and 16<sup>th</sup>, 2012 at the JRS Europe Regional Office in Brussels.

For further information about the work of JRS-Europe please visit our websites: [www.jrseurope.org](http://www.jrseurope.org) and [www.detention-in-europe.org](http://www.detention-in-europe.org)

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