

## COMMUNICATION AND SOCIAL MEDIA INTERN

**Location:** Brussels, Belgium  
**Start date:** As soon as possible

**Contract type:** *Contrat d'Immersion Professionnelle*  
**Duration:** 6 months (renewable)

### Overall purpose of job

Under the supervision of the Communication Manager, the Communication and Social Media Intern will support IDF Europe to strengthen the organisation's online presence, expand its reach and engage diverse audiences on key topics and priorities for the diabetes community.

Internship position, with the possibility of a fixed-term or permanent contract thereafter.

### Core responsibilities

- Enhancing IDF Europe's online presence by managing and updating **social media channels** (Facebook, Instagram, LinkedIn, Bluesky and X)
- Creating **engaging communication materials**, including infographics, visuals, presentations, flyers, brochures, event reports and posters
- Recording, editing and producing **video content** for digital platforms
- Supporting the **promotion of events** and outreach activities
- Monitoring, analysing and reporting on **social media and communications performance**
- Actively participating in team meetings and **collaborating closely with colleagues**

### Supporting responsibilities

- Supporting the development and distribution of IDF Europe's monthly newsletter
- Updating IDF Europe's website
- Providing communications support to other team members as needed

### Required skills and competences

- **Excellent command of English**, written and spoken (native or near-native level)
- **Some prior experience in social media management**, including creating and publishing content
- **Ability to create engaging content**, both visually and in writing
- **Familiarity with design tools** (e.g. Canva), video recording and editing, with an eye for visual presentation and detail
- **Strong organizational skills**, able to manage multiple tasks and contributing effectively to a team
- **Critical thinking skills**, with curiosity and openness to learn
- **Right to live and work in Belgium** without requiring a work permit

### Additional desirable skills and competences

- Knowledge of **additional European languages** (e.g. French, Spanish, German)
- Interest in or basic knowledge of the **EU institutional and policy environment**
- Interest in or basic knowledge of **health issues, public health and diabetes**

## What we offer

- A creative, dynamic and supportive working environment
- The opportunity to work within a multicultural team with diverse expertise
- Occasional travel to support events or field activities
- Hands-on experience in EU policy communications and advocacy, with opportunities to contribute to high-level projects
- A six-month internship under the Convention d'Immersion Professionnelle (CIP), with a monthly allowance of 1,077 €, and the possibility of transitioning to a full-time position
- Lunch vouchers (10 € per working day)
- Teleworking allowance (150 €)
- STIB – public transportation within Brussels

## How to apply

Interested and qualified candidates are invited to send a CV and a cover letter to describe interest and relevance to the position to [idf europe@idf-europe.org](mailto:idf europe@idf-europe.org). Applications will be reviewed continuously upon arrival, therefore sending applications as soon as possible is advisable. Only short-listed candidates will be contacted for an interview. The successful applicant is expected to start as soon as possible.

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We encourage applications from candidates of all ages, genders, abilities, sexual orientations, ethnic and cultural backgrounds, and experiences, and we strive to create an inclusive, welcoming and supportive workplace.