

## Communications & Events Assistant – Mental Health Europe (MHE)

An exciting opportunity to become the next Communications & Events Assistant (Internship) at MHE. This is a great opportunity to join a small, dynamic and international team at the heart of the Brussels EU district for a 6-months paid internship.

The candidate will support the external communications of the organisation. This is a great opportunity for people in the early stages of their communications career to assist MHE with various responsibilities:

- Content development and execution of the public and members newsletters using MailChimp
- Mailshots to various MHE target audiences (also using Mailchimp)
- Designing various publications and social media visuals
- Preparing social media posts for MHE's flagship event
- Updating the news and events section of MHE's website
- Support with events management and registrations

You would bring some experience in communications, fluency in English, an eye for detail, and an interest to learn and grow.

MHE will provide you with the opportunity to build and develop your expertise, work with a committed team, and you get to be part of an organisation advocating for positive mental health, wellbeing and for the rights of people living with mental ill health. We raise awareness to end mental health stigma and discrimination.

### **JOB DESCRIPTION**

<b>Title</b>	Communications & Events Assistant (Internship)
<b>Purpose</b>	To support MHE with various communications tasks such as the newsletter, mailshots, design of publications, media monitoring to feed social media posts and newsletters.
<b>Support</b>	This post reports to the Communications Manager
<b>Liaises with</b>	This post liaises closely with the Communications Officer
<b>Conditions</b>	Full-time 6-month contract and salary according to your studies status – this can vary depending on whether you are still a student or recently finished your studies
<b>Benefits</b>	To enable our team members to thrive, we provide support and supervision, clear goals, and milestones.
<b>Starting date</b>	As soon as possible
<b>Location</b>	Brussels, Belgium (please note that our team is working from home)

### **KEY RESPONSIBILITIES**

- Support content creation, design, and distribution of 2 newsletters using MailChimp (monthly public newsletter and the bi-monthly members newsletter)
- Design content and publications using graphic design programs (Canva, In-Design or Adobe)
- Website updates – Drafting and publishing of news and events pages (Wordpress)
- Ensure social media coverage of MHE's flagship annual campaign by working in close collaboration with the Communications Officer and the Communications Manager.
- Support the execution of online events during the 2022 European Mental Health Week (managing event registrations)

### **DESIRED PROFILE**

- Fluency in English
- Knowledge of MailChimp, Wordpress, Canva, Microsoft Office, Zoom events and webinars
- Strong drafting skills
- Good IT skills
- Strong organisational skills with an eye for detail
- Experience working with content management systems (Wordpress), email marketing or running social media channels for an organisation
- Manage and prioritise workload ensuring deadlines are met
- Likes to take initiative and is adaptable
- Strong interest in communications and EU affairs
- Commitment to MHE's approach to mental health and disability
- Knowledge of video/design editing software is an asset

### **DESIRABLE CRITERIA**

- Experience with Wordpress, Adobe InDesign, Canva
- Knowledge of mental health, healthcare, advocacy work, campaigns.
- Appreciates on the job learning.
- Literacy of online meeting platforms (Zoom)

### **HOW TO APPLY**

Please send your CV and your cover letter detailing how your profile matches the requirements of this position to: [Liuska.Sanna@mhe-sme.org](mailto:Liuska.Sanna@mhe-sme.org) by 31 March 2022.

Your email subject should read: Communications Assistant Application\*

Please indicate when you would be able to start working if your application is successful.

\*IMPORTANT: Only applicants eligible to work in Belgium will be considered.

### **RECRUITMENT TIMELINE**

- Deadline for applications: 31 March 2022
- Interviews: Recruitment is conducted on a rolling basis. Applicants are encouraged to apply as soon as possible.
- Feedback: Only selected applications will be contracted.
- Start date: As soon as possible.