



Internship Advertisement

EFC • July 2010

The European Foundation Centre (EFC) is an independent international not-for-profit association, which aims to promote the work of foundations and corporate funders in and with Europe. Based in Brussels, Belgium, the EFC requires one full-time '**Information and Communications Department Intern**' for the period of **one year** (Sept 2010-2011).

The Information & Communications Department (<http://www.efc.be/NewsKnowledge/Pages/NewsKnowledge.aspx>) aims to collect, manage and disseminate information on EFC member foundations as well as on the foundation and corporate funder community active in Europe.

Job duties for this position include:

- Assist with the drafting, editing and proofreading of news items for the EFC website, as well as publically-available documents and EFC publications;
- Coordinate the formatting and sending of all the EFC e-newsletters and mass e-mails;
- Assist with the maintenance of the EFC website (in particular the EFC press corner, financial crisis portal, and news and knowledge web pages) and with EFC social media channels (Twitter, Facebook);
- Assist with the end-user development, in close collaboration with IT staff, of the Internet, Intranet (SharePoint) and the CRM (Customer Relationship Management software) - the latter is used to for the management of all EFC information flows relating to events, communications, interest groups and membership activities;
- Develop wikis and other training material and organise trainings to help staff make the best use of the CRM and SharePoint;
- Assist staff when using the CRM/SharePoint in their day-to-day work and troubleshoot operational problems encountered;
- Assist with responding to and recording internal and external information requests about EFC members and their activities, making use of the CRM information request system and other information materials;
- Create profiles of new member foundations as they join the EFC, and enter them into the CRM;
- Maintain and update current member profiles using websites, annual reports and other publicly available resources;
- Maintain and update communications and press contact lists within the CRM;



- Contribute to the development of conceptual documentation tools (data categorisation, classification and indexing system) for use within the CRM, intranet and website;
- Additional administrative work, especially related to the dissemination and storage of EFC publications and the reception;
- Assist EFC staff in the framework of EFC events such as the annual general assembly and conference.

The candidate should be preferably a student with the following:

- Excellent knowledge of English (knowledge of other European languages is a definite asset);
- Education in the field of communications and/or knowledge management;
- Interest in the non-profit sector;
- Good analytical and organisational skills;
- Ability to work as part of the team and autonomously;
- Proficiency in Microsoft Office (knowledge of SharePoint and Microsoft Dynamics a plus);
- Knowledge of graphic web design.

Internship period: 12 months, starting middle of August or beginning of September 2010 (to be discussed). Ref. KIM/COMM

General Information:

The EFC offers:

- A stipend of €700 per month
- One roundtrip ticket back home with a limited cost of €300
- A language course with a limited cost of 125 Euros/year (half paid at the beginning of the course, the other half paid at the end under the reception of the 'diploma')
- 12 days paid holiday
- Work insurance
- Bus/Metro pass within Brussels during your internship period
- Internships are declared to the Belgian taxes. At the end of the internship each intern will receive a work attestation and a holidays attestation

For more information: <http://www.efc.be/AboutEFC/Pages/InternshipPositions.aspx>

Application:

Send your Curriculum Vitae + Cover letter to: library@efc.be (**Final deadline: 21 July**)

Please note that EFC will only respond to candidates selected for a test.