



# EUCORD (I) – Communications

## Organisational Profile

The European Cooperative for Rural Development (EUCORD), formally registered as “European Development Cooperatie”, is an independent Brussels based not-for-profit organization incorporated under Dutch co-operative law. EUCORD’s mission is to help people living in poverty in developing countries by improve their well-being. It aims to achieve this by engaging the private sector in delivering services to rural communities so as to ensure healthy families and sustainable livelihoods.

## Internship Profile

The Communications Intern will help to develop an internal and external communication strategy and assist with updating EUCORD’s website, brochure and other public relations tools. In addition, the Communications Intern will work with project field staff to collect lessons learned and best practices from all projects and assist with the writing of success stories. Also, the Communications Intern may assist with the preparation of generic proposal sections such as capability statements, past performance sections, personnel sections, CVs and others. Below are the essential responsibilities:

- develop an internal and external communications strategy
- assist with maintaining and updating EUCORD’s web-site including a page with fact sheets containing embedded slideshows
- gather and organize into a database lessons learned and best practices from EUCORD’s projects
- assist project managers with the preparation and editing of project success stories
- review and update EUCORD’s brochure and develop a template for a quarterly electronic newsletter
- create a centrally managed database of photos from EUCORD’s projects
- assist with the writing or editing of capabilities sections, past performance references, personnel sections, CVs and other proposal-related tasks
- any other communications related tasks that may come up during the course of the internship

## Intern Profile

Ideally, the intern will have the followings:

- this position does not require any work experience, but experience as a volunteer in the field of
- international development would be desirable
- excellent writing and presentation skills
- proven ability to meet deadlines and operate effectively in a deadline-driven environment
- proven ability to work as a part of a team and interact effectively across distances and cultures
- in-depth knowledge and experience with Microsoft Office Suite is highly desirable
- experience with web design or web site management is desirable
- English reading and writing skills are required; French is desirable