



JOB DESCRIPTION – COMMUNICATIONS ASSISTANT

Job Title: Communications Assistant – CIP Internship

Department: Communications

Reports to: Senior Communications Manager

Location: Brussels – Office based

Duration: 6 months (possibility to extend based on performance)

Position Overview:

This position supports the Communications Manager in executing communication initiatives. This hands-on role covers all of Ecsite's communication channels, member engagement, digital communication, content creation, social media, and activity support.

Key Responsibilities:

Content Creation & Editing:

- Draft, edit, and proofread content for Ecsite's website, newsletters, and social media channels.
- Assist in the production of visual assets (graphics, presentations) using tools like Canva, AI tools or similar software.
- Collaborate with internal teams to generate ideas and create engaging stories about Ecsite projects and events.

Social Media Management:

- Monitor and contribute to Ecsite's social media channels (Twitter, LinkedIn, Instagram).
- Help develop a monthly social media content calendar and draft posts to align with Ecsite's voice and communication goals.
- Track analytics to measure engagement and performance, providing insights for improvement.

Website Management:

- Support website updates and content management using our CMS (Content Management System).
- Assist with SEO improvements by optimizing content with relevant keywords and tags.



- Collaborate with the team troubleshoot issues and improve the website's user experience.

Membership & Community co-ordination:

- Champion the CRM tool database ensuring it is accurate and up to date at all times
- Support community organisers with online meeting preparation ensuring the right people have the right links at the right time.

Event Support:

- Support communications efforts related to Ecsite's events, such as the Ecsite Conference, including promoting events, sharing updates, and creating attendee guides.
- Help manage event-related communications, including email campaigns, press releases, and social media coverage.
- Work at the Ecsite Conference to support the Communications and Events team as required.

Research & Analysis:

- Conduct research on communication trends, audience insights, and science communication best practices.
- Assist in tracking coverage and compiling reports on key metrics to assess the impact of our different communications efforts.