

## Communications and Fundraising Trainee (*Volontariat*)

We are hiring a

### **Public Relations Trainee (*Volontär\*in*) at the European Center for Constitutional and Human Rights (full-time, 40 hours/week) to start as soon as possible**

The European Center for Constitutional and Human Rights is looking for a Public Relations Trainee (full-time, 40 hours/week). ECCHR is an internationally active, independent, non-profit human rights organization based in Berlin, Germany, that works with partners and those affected to enforce human rights worldwide. We initiate, conduct and support exemplary legal cases to hold state and non-state actors accountable for human rights violations and make the world a more just place – for everyone.

As a trainee in the Communications and Fundraising department, you will gain systematic insights into the content, organizational and technical aspects of communications and fundraising at a human rights organization, and learn the professional and practical skills of a press officer.

### **Your tasks – Shaping, contributing, participating**

#### **As a Public Relations Trainee at ECCHR, you will:**

- Work in a small, dynamic and friendly team
- Write press releases, journalistic and PR texts for online and print
- Create content for our newsletter and social media channels
- Coordinate, commission and edit texts
- Collaborate on academic and PR publications, such as studies and our annual report
- Handle media requests and assist with interviews
- Organize events internally and externally with partners
- Support the development and implementation of strategic communication concepts
- Cooperate with external service providers (graphics, print, photography and video)
- Gain insights into the basics of fundraising and other work processes of an NGO
- Work independently on a project – including strategically planning, executing and evaluating communication activities

#### **You have:**

- A university degree in media studies, communications or the humanities, or a comparable qualification

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- Practical experience in an editorial or press department or PR agency
- Native-level German and fluent English skills, and are passionate about communicating, particularly complex topics (other languages are an advantage)
- A structured approach to work and the ability to prioritize tasks in a calm and goal-oriented manner, even in stressful situations
- An affinity for digital media and competency in using common social media tools
- Knowledge of image and video editing (tools such as Photoshop, InDesign, etc.) is a plus
- Demonstrated dedication and commitment to your work
- The ability to work independently and enjoy working in a team
- An open, confident and convincing manner, very good general knowledge, and an understanding of current political issues and human rights work

## **We offer:**

- A challenging and varied field of work
- The chance to learn how to do media and public relations in a professional team
- Opportunities for further training (internal and external) as part of the traineeship, including a several-week-long continuing education course at a journalism school or similar
- A supportive team and mentor for optimal personal and professional development throughout the traineeship
- The opportunity to participate in overarching events to help you gain a broader perspective and expand your network
- Freedom to set your own priorities and projects

The traineeship is limited to 24 months, with the possibility of reducing it to 18 months under certain conditions.

We offer a trainee salary based on the collective wage agreement for daily newspaper editors (2,059 euros per month in the first year of training; 2,372 euros per month in the second year of training) for a 40-hour workweek. Working remotely is also an option.

If you have any questions, please contact Maria Bause at [bause@ecchr.eu](mailto:bause@ecchr.eu).

Only applications in German will be accepted. Please send your application by 31 May 2021 in **one** file to: European Center for Constitutional and Human Rights at [bewerbung@ecchr.eu](mailto:bewerbung@ecchr.eu). We reserve the right to conduct interviews before the application deadline.

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*ECCHR's work benefits from the diversity of its staff. We welcome applications from people of all cultures, backgrounds and experiences. We create the necessary conditions to enable colleagues with disabilities to work independently.*