

## Call for Applications

### ERMA ALUMNI NETWORK INTERNSHIP -Communications and Outreach Officer-

The **ERMA Alumni Network (EAN)** is the official action of the ERMA Programme which links more than 600 graduates of the programme to its *alma mater* and *vice versa*. EAN was established in 2017 to represent the point of reference for communication with former students, and a hub through which the ERMA programme fosters a web of professional, academic, and public relations with its graduates. EAN is funded by the ERMA programme, with the support of EU and AICS Italy, and it is a proud member of the Global Campus Alumni (GCA), the biggest international alumni organization in human rights and democracy in the world with more than 3,000 members, supported by the Global Campus of Human Rights (GC).

The EAN Team is composed of a few, enthusiastic alumni, believing in the potential of ERMA graduates and our network, and who have been working towards creating a recognizable alumni community. Being aware of the importance of quality communication and promotion these days, the network wishes to improve our work in this area and motivate the alumni to get involved in EAN activities even more.

Therefore, if you are eager to learn, flexible, and you love social media **we encourage you to apply for the EAN Internship**. The intern would work in close cooperation with the EAN Alumni Manager and the EAN Focal Point under the supervision of the ERMA Academic Unit and will be responsible for the realization of the working portfolio described below. The position is fully remote.

If interested, **please submit your CV and Motivation Letter** (500 words max) to [alumni@erma-programme.eu](mailto:alumni@erma-programme.eu) by the **26<sup>th</sup> of December 2022**. For any questions or queries, please write to us at [alumni@erma-programme.eu](mailto:alumni@erma-programme.eu).

#### I Responsibilities:

- To be actively involved in the communication and promotion of EAN (websites, social media, email)
- To encourage social media engagement and motivation of the alumni through ERMA and EAN channels
- To regularly share job and other professional opportunities with the alumni
- To prepare materials for EAN Newsletter
- To follow and promote the success and progress of EAN members (stories, testimonials, video messages)
- To promote and disseminate online and onsite alumni events
- To assist in the organization and participate in online and offline alumni events

#### II Qualifications:

- Excellent communication, presentation, and writing skills
- Excellent social media skills
- Advanced skills in MS office
- Enthusiastic, eager to learn, and flexible
- To be a recent ERMA alumna/us

**III Duration:** 7 months (15<sup>th</sup> of January 2022 – 15<sup>th</sup> of July 2023)

**IV Working hours (part-time):** 10-12 hours per week

**IV Honorarium:** 1000 EUR (net) - paid after completion of the internship and submission of a report

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