

EUROPEAN NETWORK ON RELIGION & BELIEF (ENORB)

Internship: call for applications (Brussels)

Based in Brussels, ENORB is a European network for mutual understanding, collaboration and common action between religious and non-religious groups.

As a membership-driven organisation, established in 2010, ENORB strives to provide a civil society platform of different religions, beliefs and convictions to facilitate dialogue, solidarity and promote the rights and freedoms enshrined in the Articles of the Treaty of Lisbon 2008 and the EU Charter on Fundamental Rights and in other international human rights conventions.

ENORB aims to work collaboratively and in partnership with faith, belief and anti-racist based civil society organisations and their leaders to combat community harms, racial and religious discrimination, hate crimes; and to promote stronger, safer, and more resilient community responses, and strengthen mutual understanding and harmony in the field of Religion and Belief.

Purpose of the position:

ENORB is seeking a flexible and autonomous part-time intern for a period up to 6 months, starting ASAP. S/he will assist the Head of Resources on the administration, membership and fundraising work relating to anti-discrimination and freedom of religion and belief.

Key responsibilities:

Under the supervision of the Head of Resources,

- Research possible areas for growth and target potential supporters and memberships,
- Gather and compile information on an ongoing basis,
- Support Head of Resources with prospect research and database management,
- Conduct donor research,
- Research grant opportunities,
- Support membership planning process,
- Support event planning and coordination and
- Other office administrative support and special projects as needed.

Qualifications

- Ability to work independently and with a team.
- Although the communication tools used allow nearly constant contact with the team through chat, email, telephone, and video calls, the internship is nevertheless carried out

alone. Therefore, it is essential to demonstrate systematic procedures, organisation, and motivation. In addition, it is important to adhere to a schedule.

- Attendance at team meetings every Wednesday is required. The rest of the time is flexible.
- Currently enrolled, or recently graduated in bachelor's and/or master's degree, in relevant subject (political sciences, sociology, anthropology, economics...).
- Excellent written and verbal communication skills.
- Experience in database management and/or the manipulation of spreadsheets (desirable).
- Experience in gathering information through internet research preferred.
- Familiarity with word processing (i.e., Microsoft Office) and spreadsheets (Excel required).
- Fluent in English, proficiency in French (desirable).
- Good analytical, writing and communications skills in English.
- Good organisational and administrative skills, with the ability to multi-task.
- Independent and disciplined (essential).
- Strong sense of responsibility and ability to take initiative.

All candidates are encouraged to share all relevant experiences (paid and voluntary), skills and qualifications.

What we offer

- Flexible working hours.
- Online working but the intern is required to attend face-to-face meetings (especially during probation period).
- Work experience in a European and dynamic member-based organisation.
- Remuneration under volunteer contract.
- Opportunity to develop into other work areas that ENORB and its partners are involved in.
- Opportunity to develop your own workplan depending on quality of work and motivation.

How to apply:

Please send a CV and a one-page cover letter, in **one document (PDF format)**, to teg@enorb.eu, with subject: ENORB internship + your name

ENORB is recruiting on a rolling basis until the right candidate is selected. Priority will be given to candidate who is willing to start as soon as possible).

Due to limited capacity, only short-listed candidates will be contacted.

Note:

You are required to have your own computer and be proficient in common computer programmes and the internet.

It is indispensable to have constant access to a high-speed internet connection. A bad or slow internet connection is insufficient for the internship.

European Network on Religion & Belief (ENORB)
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