

The Secretariat of
IPIFF

which is the EU umbrella organisation for the insect production sector for food and/or feed

*is recruiting
a Trainee (m/f)*

Are you keen on gaining valuable experience in the area of communication, acquire knowledge in the field of EU Public Affairs and work for an innovative and dynamic sector? Are you willing to work for an international association recognised in Brussels, which supports the development of an emerging agri-food industry and contributes to the shaping of a favourable EU policy and regulatory environment for alternative sources of proteins?

The International Platform of Insects for Food & Feed (IPIFF) is looking for a highly motivated Trainee to reinforce its Secretariat in Brussels.

IPIFF is a non-governmental organisation set up to represent the insect production sector at EU level. Our membership network spans over 76 members, representing insect-producing companies and research centres specialised in insect production, as well as companies active in the insect value chain. IPIFF's mission is to promote the use of insects and insect derived products as top tier source of nutrients for human consumption, animal feed and plants.

Main functions:

- Contribute to the development and implementation of the IPIFF policy communication tools, notably by assisting the Communication & PR Manager in day-to-day tasks (e.g. media relations, crisis communications support, updates of the IPIFF website and the internal Members' interface, press materials and newsletters drafting, preparation of press briefings and PowerPoint presentations, social media management).
- Assist in the production of other policy communications materials such as factsheets or brochures.
- In collaboration with the Secretary-General and the Communication & PR Manager, facilitate the preparation of the IPIFF annual conference to be held on 15 November 2023 (e.g. through the preparation of dedicated communication materials, management of registrations, and interactions with attendees and speakers, which include policy stakeholders, namely those representing EU institutions such as European Commission, European Parliament, Council of the EU and others)
- Support the monitoring activities of the Secretariat by tracking policy developments, relevant press articles, or by attending high-level external events that are relevant for the sector
- Execute other tasks in support of the day-to-day management of the Secretariat (support the preparation of meetings, and reporting activities).

Education & skills:

- University degree (Bachelor's or Master's degree) in communications, public relations, journalism, political sciences, EU law, or related disciplines.
- A native English speaker or equivalent level, both written and spoken. Fluency in other European Union languages is an advantage.

- Demonstrated high competency as a writer and editor in English.
- Knowledge of or previous experience in managing digital communication/marketing tools (e.g. social media, Mailchimp, other CRM tools) and websites (back-end management) is an advantage, but not a prerequisite.
- The ideal candidate is a team-player with a high level of flexibility involving multitasking and a hands-on approach. She/he is very well organised and possesses a keen eye for detail.
- A sense of duty and humour.

Experience:

- Proven professional experience (e.g. traineeship) in positions with tasks related to the ones describe above is a strong asset.
- Previous professional experience in the EU institutions, international organisations, NGOs or trade associations is an asset but not a prerequisite.
- Interest in and/or previous knowledge of EU policies and/or EU agri-food policies and/or legislations is also an advantage.

What we offer:

- A 6 months' traineeship (starting during the 2nd half of August): CIP regime - 'Convention d' immersion professionnelle' under Belgian Law or through other EU-funded programmes, namely the paid internship programmes from the Assembly of the European Regions, [Eurodysey](#), and the European Commission funded Internship Programme, [Erasmus+](#).
- The allocated stipend and other benefits will be determined according to the applicable work regime.

HOW TO APPLY:

Please send your application (CV + motivation letter in English) to Mr. Christophe Derrien by e-mail (Christophe.derrien@ipiff.org) by 11 August 2023.

Candidates must have an existing permit to work and live in Belgium and the European Union for the duration of the internship

Interviews will take place via video conferencing. Please note that only shortlisted candidates will be contacted for an interview.