



Communications Assistant – Climate Internship

Job title	Communications Assistant – Climate-smart Healthcare
Location	The position will be based at HCWH Europe's office in Brussels
Eligibility	All candidates must hold the right to work in Belgium or the EU
Hours	Full-time, 38 hours per week. Internship. HCWH Europe offers a 9-day fortnight, where each employee gets an extra-legal holiday every second Friday. We are currently trialling a four-day week (8h/day) to aid productivity and support a better work-life balance.
Salary & benefits	Salary €977.50 per month (d'immersion professionnelle) + €120 working from home allowance
Closing date	Applications will be reviewed on a rolling basis until 22/09/2023 . HCWH Europe reserves the right to close the application process upon selection of a suitable candidate; early applications are therefore encouraged.
Starting date	As soon as possible

About Health Care Without Harm (HCWH) Europe

HCWH Europe is a non-profit organisation that works to transform healthcare worldwide so that it reduces its environmental footprint, becomes a community anchor for sustainability and a leader in the global movement for environmental health and justice.

HCWH has offices in Europe, US, and Asia as well as a global team that works across all regions. HCWH works closely with health professionals, hospitals, healthcare systems, NGOs, local government, ministries of health and international organisations. HCWH Europe is active in 26 countries of the WHO Euro region and has a growing number of members. The HCWH Europe office is located in Brussels, Belgium. www.noharm-europe.org

Position overview

Reporting to the Climate Communications Coordinator, the Climate Communications Assistant will support our climate-related communications work, ensuring that our messaging is consistent across platforms and engaging with key targeted audiences.

The successful candidate will work alongside the Communications teams to develop compelling content and messaging for the Climate-smart Healthcare programme, which is dedicated to achieving a zero-emissions healthcare sector.

In addition to the core responsibilities outlined below, the Climate Communications Assistant will help promote the Nurses Climate Challenge Europe, and support HCWH Europe's media monitoring and internal communications.

The ideal candidate will have excellent communication skills, attention to detail, and the ability to manage multiple tasks simultaneously. This is a fantastic opportunity for someone passionate about sustainability who wants to make a real impact in the fight against climate change. This role presents an excellent chance to enhance and cultivate your communication skills.

Key responsibilities:

- Support the Climate Communications Coordinator to implement the European communications strategy on Climate-smart Healthcare.
- Work alongside the HCWH Europe communications team to develop content and messaging for the Climate-smart Healthcare programme and disseminate appropriately, including:
 - News articles on our website.
 - Regular emails and newsletters to HCWH Europe's subscribers.
 - Social media posts to be shared across HCWH Europe's platforms.
- Support event planning where needed.
- Ensure the organisation's climate-related communications align with HCWH Europe's style guide and visual identity.
- Assist with HCWH Europe's media monitoring to track and document references and trends related to HCWH Europe and sustainable healthcare.
- Promote the Nurses Climate Challenge Europe and help develop new resources.
- Collaborate closely with the broader communications team to ensure seamless internal communication throughout the organisation, contributing to cohesive and effective information flow.
- Work with external contractors to translate our resources and publications.

- Participate in meetings with the Climate-smart Healthcare and Communications teams.
- Support the communications requirements of the wider Climate-smart Healthcare programme and team.
- Participate in conferences, meetings, and events within Europe and internationally as required.
- Carry out any other duties that may reasonably be required in the light of the main purpose of the job.

Required qualifications and experience:

1. (Required) University/higher education degree in a relevant field such as journalism, communications or marketing.
2. (Desired) Knowledge and interest in sustainability, climate action, and the healthcare sector.
3. (Desired) Experience in communications for a non-profit organisation.

Knowledge, skills, and abilities

- Fluent English (verbal and written) is mandatory for this role. Working knowledge of other European languages would be an advantage.
- Detail-oriented, with a keen eye for design.
- Ability to think strategically and creatively.
- Excellent IT and web management skills.
- Strong multitasking abilities, managing multiple, often tight deadlines.

How to apply

All candidates must demonstrate that they hold the existing right to work in Belgium or the EU.

To apply for this position please send an email to jobseurope@hcwh.org by **22/09/2023** (we may close applications early if we find a suitable candidate),

- Include your last name and the job title in the subject line, i.e. LAST NAME Climate Communications Assistant
- Attach your CV and a cover letter (Word or pdf format) explaining your motivation for the position
- Please add a paragraph about two or three skills or knowledge gaps you would like to develop during this internship.
- Please let us know where you found the position advertised and when you would be able to start

Please note that only candidates selected for an interview will be contacted.