



PLATFORM FOR INTERNATIONAL COOPERATION ON UNDOCUMENTED MIGRANTS

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## **VACANCY: Full-Time Communications Assistant PICUM office in Brussels**

PICUM is a leading European non-governmental organization that aims to promote respect for the human rights of undocumented migrants within Europe, including the right to health care, housing, education and fair working conditions. PICUM seeks to achieve this aim by providing its members and other interested parties with expertise, advice and support, by strengthening networking amongst organizations dealing with undocumented migrants in Europe, and by formulating recommendations for improving the legal and social position of these migrants, in accordance with national constitutions and international treaties.

### **Position Summary**

PICUM is seeking a motivated and diligent individual to serve as Communications Assistant in its office in Brussels, Belgium.

The Communications Assistant reports to the Director and works closely with the other staff members.

### **Tasks**

- PICUM's monthly newsletter
  - Gather relevant news items and write short summary articles for the newsletter;
  - Supervise a team of 50 volunteer translators and proofreaders;
  - Arrange layout of each language version and disseminate to relevant contacts;
  - Maintain PICUM's contact database;
- Coordination of publications
  - Oversee the production of reports and policy briefings by making contacts with layouter and arranging for formatting and printing where needed
  - Respond to inquiries regarding publications;
  - Widely disseminate publications and briefings on website and through other sources.
- Respond to general information inquiries and other external correspondence with PICUM members, network and general public
- Manage PICUM's information centre
  - Update the PICUM website and supervise translation of different language versions of website with volunteer translators
  - Categorise documentation for inclusion in the library
- Carry out logistical arrangements for events, conferences and travel
- Take minutes of PICUM board and committee meetings and write reports
- Provide administrative support to PICUM staff members as required
- Organise PICUM membership and recruitment of new members
- Provide support with recruitment of interns and supervision where necessary
- Provide support with networking activities.

## **Qualifications**

- Degree in a relevant field (e.g. communications, journalism, etc.) preferred, or equivalent by experience.
- Ability to speak and write fluently in English. Excellent level of French. Knowledge of other EU languages an asset.
- Excellent computer and IT skills.
- Proven organisational and administrative skills; basic notions of experience in secretarial work.
- Ability to work independently and meet deadlines.
- Experience in the field of media or communications beneficial.

## **Terms of Appointment**

- This is a full-time position (37,50 hours/week).
- We offer a six-month contract, ending on 31 December 2009, with the possibility of extension subject to funding.
- Preferred starting date: 6 July 2009 (alternatively 13 July 2009).
- Salary according to the wage scales of the Flemish integration sector, approximately €1,960.00 gross/month (may be adjusted depending on experience).

## **To Apply**

Please send a cover letter and CV in English no later than **Monday, 29 June 2009 (9:00 a.m. deadline)** to Michele LeVoy, PICUM Director: [administration@picum.org](mailto:administration@picum.org).

Interviews for short-listed candidates will be scheduled on 1 July 2009 or alternatively on 7 July 2009. Please do not send applications by post. We regret that we are unable to respond to inquiries by phone. More information about PICUM can be found at [www.picum.org](http://www.picum.org).