Internship Opportunity

The World Veterinary Association (WVA) is the global voice of the veterinary profession. WVA unites and represents the veterinary profession around the World.

POSITION TITLE: Communications and Projects Assistant.

DUTIES/JOB DESCRIPTION: the Communication and Project Assistant shall support the WVA staff with the following tasks:

- Management of WVA’s Website and Facebook page.
- Preparation process of WVA meetings, and global conferences.
- Management of WVA’s databases.
- Implementation of WVA projects and action plans.

TYPE OF CONTRACT: Part time internship contract for 6 months (20 hours per week).

LOCATION: WVA Office - Avenue de Tervueren 12, Brussels, Belgium.

REQUIREMENTS: the candidate shall have:

- A recent university qualification (a degree in Veterinary Medicine or in Communications would be an advantage)
- A very high standard of spoken and written English (French and Spanish language skills would be an advantage);
- Strong communication skills, with a good knowledge of digital communications;
- Computer literate in all main Microsoft Office applications;
- A knowledge of, and experience with, social media platforms.

COMPENSATION: 750€ per month.

HOW TO APPLY: candidate’s CV and a short motivation letter shall be sent to the WVA secretariat at secretariat@worldvet.org

APPLICATION DEADLINE: 15th October 2017

IMPORTANT NOTIFICATIONS:

- We thank all candidates for their interest, however, only those candidates under consideration will be contacted.
- Where relevant, the selected candidate will be responsible for his/her visa application.