

JOB PROFILE	
JOB FRAMEWORK	
Job title:	Unpaid trainee
Job location:	EU Delegation in Colombia
Area of Activity:	Press & Information
JOB CONTENT	
Overall Purpose:	Support and assist the Information and Press section reaching more visibility of what it is, does, promotes and develops at the European Union, emphasizing its participation and protagonism in Colombia.
Functions and Duties:	<p>Perform daily monitoring of the national and international press.</p> <p>At the national level, the relevant topics are politics, human rights, economy, social development and the involvement and prominence of the EU in Colombia. Internationally, daily updated world news on the European Union's statements, opinions and actions that highlight the name of the European Union worldwide.</p> <p>Participation in communication strategies in line with the initiatives of Visibility, in order to create ownership and membership by the beneficiaries and protagonist of projects promoted by the European Union.</p> <p>Execute a daily report about the most relevant internal issues.</p> <p>Developing a weekly summary of local and regional press.</p> <p>Support the development, production and distribution of information products such as publications, studies, notes and reports.</p> <p>Support the visibility of the Delegation of the European Union in social networks like Facebook and Twitter, in order to keep the national community informed about the Delegation's current activities as well as to create a more efficient and effective communication channel.</p> <p>Update publications, research and databases of the European Union.</p> <p>Update the Media directory.</p> <p>Support and organize activities such as press conferences, interviews and visits by senior officials of the European Union.</p> <p>Assist in logistics and participation of cultural and educational events.</p> <p>Website updating support</p>

	<p>Development of thematic news magazines.</p> <p>Check daily the European Union headquarters' website Writing newsletters and press releases.</p> <p>Preparation of newspaper articles for print media, radio or TV.</p> <p>Drafting press and internet articles.</p> <p>Delivery of emails and fax media.</p> <p>Support activities of the Press Office (photocopies; responses to inquiries by fax, email, press clippings, search for information, etc..)</p> <p>Monitoring journalistic publications of interest to the Delegation of the European Union to Colombia</p>
<b>JOB REQUIREMENTS</b>	
EDUCATION AND TRAINING	<p>Academic training in Communication, Journalism or related topics.</p> <p>Student completing one of the last two years of his/her career (preferably semester 10). The internship must be mandatory to graduate.*</p> <p>* Also applies to graduates completing their master's studies for which the training is mandatory.</p> <p>Basic knowledge of concepts in the area of Communication and Journalism.</p> <p>Assertive Communications skills.</p> <p>Master Microsoft Office tools (Word, PowerPoint, Excel).</p> <p>Interest in national and international matters and in particular on developments and issues related to the European Union.</p>
<b>SKILLS</b>	
Linguistic Skills	Fluency in English and Spanish, i.e. oral and written proficiency, is required. Knowledge of French is desirable..
Communication Skills	Ability to produce messages in different media that are massive,

	<p>alternative and communicative.</p> <p>Excellent journalistic writing, confidentiality and discretion in the management of information.</p> <p>Knowledge of photography for the development of photographic archives of the Delegation.</p>
Personal qualities	<p>Being a responsible and proactive person, with good analytical skills.</p> <p>Dynamism, ease of oral and written expression, ability to work in team, flexibility to undertake the assigned tasks.</p>