



VACANCY NOTICE

Communications Assistant (full time)

About TEPSA

The Trans European Policy Studies Association (TEPSA) is an independent research network comprising 50 leading universities and research institutes specialising in European affairs. Its Secretariat is based in Brussels. TEPSA implements a range of EU-funded projects that aim to translate research into real-world impact. This work includes organising conferences and trainings, producing videos and other visual content, and providing expert insights to EU institutions. More information is available on TEPSA's website: <https://www.tepsa.eu/>.

Job Description

TEPSA is looking for a talented and motivated young professional for a remunerated traineeship of 6 months in its Brussels office. The selected candidate will be expected to start **as soon as possible and no later than 2 February 2026**.

The Communications Assistant will join a dynamic team in which every member plays an important role. The trainee will **support TEPSA's communication and dissemination activities by producing high-quality visual and audio-visual content, including video editing, graphic design, photography, and other visual materials**. The role will contribute to communicating the European Union to its citizens through written outputs, multimedia production, and events. The traineeship offers an opportunity to deepen knowledge of European affairs, EU-funded project management, and digital communications.

TEPSA offers a paid traineeship (**gross remuneration of €1080**) suited to candidates with a Master's Degree in Communications or Audiovisual Studies, and who have already gained experience in communication and multimedia work within the context of European affairs.

Tasks & Responsibilities

- Produce visually engaging **infographics, graphic design outputs, and high-quality videos**;
- Design **newsletters, social media campaigns**, and other communication materials;
- Capture, edit, and organise **photographic material** for communication purposes (events, interviews, social media content);
- Edit **visual/audio-visual content**;
- Assist in the day-to-day management of the **TEPSA website**, including updating content and liaising with TEPSA members to source research contributions;
- Contribute to the **coordination and implementation of TEPSA outreach** and multimedia activities.
- Support the organisation of **conferences, seminars, trainings**, and other activities;

Requirements

- **Master's Degree in (Political) Communications**, with a focus on **audiovisual production**;
- Good understanding of the **functioning of the European Union and knowledge of EU affairs**;
- Experience in **video editing and graphic design** (e.g., Canva, Filmora, or equivalent tools);
- Excellent **communication, organisational and interpersonal** skills;
- Fluency in **English**, particularly in written form;
- Ability to **handle multiple tasks**, prioritise workload, respond rapidly, and learn quickly;
- Interest in working in a **multicultural team**;
- **Eligibility** to work in Belgium.

Assets

- Experience with **content management systems** (e.g., WordPress)
- Knowledge of **Mailchimp**;

- **Basic photography skills** and familiarity with photo editing software;
- Experience in **event organisation**, both in-person and online.

Application Procedure

Applicants are requested to send their **CV and written answers to the three questions below** (max. 200 words per answer), as well as the names of two references, via e-mail to communications@tepsa.eu with “Traineeship [Name of the applicant]” in the subject line, addressed to Barbara VANOTTI.

1. Visual production is increasingly central to TEPESA’s work. Please describe a video, graphic, or photo-based communication product you created. What were the objectives, the technical tools used, and the impact or results?
2. TEPESA aims to reach both expert audiences and the general public. Please describe how you would adapt the same core message for three different formats, a policy briefing, a social media post, and a short video, and provide concrete examples of how the tone, structure, and visuals would differ.
3. TEPESA works to make complex EU topics accessible to non-expert audiences. Please outline what you consider to be an effective communications strategy for a think tank aiming to reach a broad public, and provide concrete examples of formats, messages, and visual approaches you would use.

The deadline for applications is **4 January 2026 (midnight)**. Please note that we will only be able to contact shortlisted candidates. Interviews will be conducted on TEPESA’s Brussels premises or via Zoom/Teams. No travel reimbursement is available for in-person interviews.

