



## Internship Opportunity Announcement with the WVA for Spring/ Summer 2015

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The World Veterinary Association unites and represents Veterinary Associations and International associations of veterinarians working in different areas of veterinary medicine around the World.

**POSITION TITLE:** Communications Assistant

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

- Support the development of WVA's Website and Facebook page.
- To design a new scheme/format for WVA Newsletter and Info-news.
- To draft an attractive information package/Booklet focusing on attractive design and layout.
- To contact veterinary associations around the world in order to provide them with the WVA Information Package/Booklet.
- To follow up all the communications made and to develop further WVA's contact database.

**TYPE OF CONTRACT:** Full time internship/stage contract for two months (or part time for four months), starting on 4<sup>th</sup> May 2015.

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

**REQUIREMENTS:** the candidate shall have:

- A recent university qualification in communications, journalism, media studies, public relations or similar studies;
- 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;
- A knowledge of, and experience with, social media platforms;
- Computer literate in all main Microsoft Office applications;

- A short experience in media work and communications would be an advantage.

**COMPENSATION:** 750€ per month for full time contract (325€ per month for part time contract).

**HOW TO APPLY:** candidates CV and a short cover letter shall be sent to the WVA secretariat at [secretariat@worldvet.org](mailto:secretariat@worldvet.org)

**APPLICATION DEADLINE:** 20<sup>th</sup> April 2015 (interviews of selected candidates will start on 22<sup>nd</sup> April in the WVA office or via Skype).

**IMPORTANT NOTIFICATIONS:**

- We thank all candidates for their interest, however, **only those candidates under consideration will be contacted.**
- Duo to the short term of the stage, the WVA will **not be able** to assist the selected candidate with the EU visa procedure and similar arrangements.