

Brussels, 7 July 2021

## Communications Trainee

### UNIFE - The European Rail Supply Industry Association

Operating in Brussels since 1992, **UNIFE represents European train builders and rail suppliers**. The association advocates on behalf of more than 100 of Europe's leading rail supply companies – from SMEs to major industrial champions – active in the design, manufacture, maintenance and refurbishment of rail transport systems, subsystems and related equipment. UNIFE also brings together national rail industry associations from 11 European countries. UNIFE strives to effectively represent its members' interests at both the European and international levels. Our mission is to proactively foster an environment within which members can continue to provide high-quality railway systems needed to meet the growing demand for rail transport – both passenger or freight services – in Europe and beyond.

You'll be working with the communications team to help transform our association's profile. This is a great opportunity for you to show off your skills – no photocopying or coffee fetching. We need someone who is able to take on some serious responsibilities and hit the ground running.

#### Job description

We are looking for a motivated Communications trainee to help us achieve our objectives! Tasks will include:

- ▶ Supporting the organisation of key events (digital and in-person events).
- ▶ Proofreading and editing papers and reports as requested.
- ▶ Contributing to the association's EU research and innovation project activities.
- ▶ Offering general communications support (social media, website, newsletter, etc.).
- ▶ Attending meetings and events.
- ▶ Assisting with administrative tasks and providing other kinds of assistance as requested.

#### Requirements

- ▶ University degree in Communications, or related field
- ▶ Knowledge of and experience in Communications
- ▶ Strong analytical and organisational skills
- ▶ Ability to work independently
- ▶ Familiarity with relevant software and tools desirable, but not mandatory (e.g., Adobe Suite, MailChimp)
- ▶ High degree of English proficiency - ability to speak French and/or another EU language is desirable
- ▶ Keen interest in European policy making
- ▶ Strong initiative and able to work within a multicultural environment appreciated

The expected duration of the traineeship is **6 months (early September – end of February), full-time in Brussels**. Please send your CV and motivation letter to [communication@unife.org](mailto:communication@unife.org) with the subject line "**Communications Traineeship**" by **23 July**. The applications will be reviewed on a rolling basis.

\*The 6-month position is paid and benefits include a monthly STIB subscription and meal vouchers.

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UNIFE - The European Rail Supply Industry Association  
Avenue Louise 221, B - 1050 Brussels, Belgium  
[www.unife.org](http://www.unife.org)  
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