

Call for applications:

Secretary Intergroup on LGBTI Rights

Deadline: 04th December 2017

A. THE INTERGROUP

Founded in 1999, the European Parliament's Intergroup on LGBTI Rights aims to advance the rights of lesbian, gay, bisexual, transgender and intersex people throughout the work of the European Parliament and the European Union.

The LGBTI Intergroup is the largest of the European Parliament's 28 Intergroups. It currently gather over 150 Members, who are all democratically-elected Members of the European Parliament.

B. JOB DESCRIPTION

The Secretary of the LGBTI Intergroup is responsible to run the day-to-day business of the secretariat. The Coordinator reports to the Presidents of the Intergroup:

- Follow parliamentary work in committees and plenary
- Draft press releases, letters or newspaper columns
- Draft briefings, summaries and parliamentary questions
- Help organise events and seminars in the European Parliament
- Maintain the Intergroup's online presence (website and social media)
- Coordinate work with the Intergroup's Presidents and their staff

C. PROFESSIONAL PROFILE

Successful candidates **must** be able to demonstrate:

- A proactive and self-driven mindset
- Reactivity and independence in their thinking and in their work
- Eagerness and ability to learn quickly and adapt to new challenges
- Proven organisational skills and capacity to solve problems
- Ability to research and present information concisely
- Excellent oral and written skills in English, including attention to details
- Knowledge of issues related to human rights, sexual orientation and gender identity in Europe
- Understanding of the European Union, and possibly the European Parliament
- IT skills (Microsoft Office)

The following will be considered additional assets:

- Previous work or volunteering experience in EU institutions
- Previous work or volunteering experience related to human rights, sexual orientation and gender identity
- Knowledge of other EU languages

- Knowledge of online publishing platforms (WordPress) and good presence on social networks (Facebook, Twitter)

D. EMPLOYMENT DETAILS

Employment should begin at the beginning of 2018.

Financial assistance to relocate to Brussels will be considered if necessary.

Applicants who are not EU citizens must be in possession of a valid permit to stay and to work in the European Union.

E. TO APPLY

Candidates must send the following documents to daniele.viotti@europarl.europa.eu & terry.reintke@europarl.europa.eu:

- A **curriculum vitae** in English, of strictly two pages maximum
- A **cover letter** in English, of strictly one page maximum