**European Microfinance Network – Call for Applications**

**Events & Communication Intern**

**Period:** February 2025 – October 2025

**Type of contract**: full-time, internship (should it be necessary, students will be able to compile the contract through their universities)

**Benefits**:

* Compensationprovided, depending on the candidate's experience and individual contract (student or non-student).
* Travel & subsistence costs covered during travels
* PC provided by EMN
* On-boarding programme (2 weeks)
* Possibility for a contract renewal at the end of the internship

**Mandatory requirements:**

* Working knowledge of the Office package and Googles tools
* Knowledge of English (minimum C1), spoken and written. French or any other major EU official language is an advantage
* Degree in communication, marketing or similar

**Additional requirements:**

* Basic experience with WordPress and/or Drupal
* Experience with social media platforms (especially LinkedIn)
* Basic knowledge of the microfinance sector and previous experience in working with NGOs
* Previous experience in conferences’ organisation
* Basic Knowledge of Mailchimp or other mails’ tools

**The Role**

The Event & Communications Assistant will support the organization of the 2025’s EMN Annual Conference, that will take place on the October 15-17 in Cagliari (Sardinia), alongside with supporting the Communication Manager on the daily communication activities.

Events (Annual Conference)

* Supporting the Communication Manager in leasing with the Conference agency for logistics issues;
* Gathering information about potential participants and forwarding invitations to them
* Helping the team coordinating with speakers (gathering pictures and bios, creating backdrops and presentations, etc…)
* Helping on-site (during the event) with the logistics (ex. registration desks, speakers support)
* Liaising with third-parties (photographer, video maker, etc…)

Communication

* Collecting content for the weekly online activities;
* Creating tailor-made posts to promote the main events (ex. Annual Conference)
* Supporting during the European Microfinance Day Campaign (January – May 2025)
* Helping with the drafting of newsletter.

If you are interested in the position, please contact EMN Secretariat, Alex Rankin at hr@european-microfinance.org or a.rankin@european-microfinance.org By January 7th.

**About EMN**

The EUROPEAN MICROFINANCE NETWORK (EMN) is a member-based not-for-profit organisation based in Brussels, which promotes microfinance as a tool to fight social and financial exclusion in Europe through self-employment and the creation of microenterprises. It is the Network’s mission to facilitate capacity building and to advocate on behalf of the sector.

EMN’s core membership is made up of microfinance Practitioners. These are social purpose organisations delivering financial services to the underserved or facilitating access to such services. The work of the network is also supported by Partners and Corporate Members; organisations such as national networks, academia, service providers to the sector or banks that are involved in European microfinance issues and that support the development of microfinance in Europe. Check out our members’ section to find out more about our members or to join the Network.

*EMN is an equal opportunities employer. Our policy is clear: there shall be no discrimination based on age, disability, sex, race, religion or belief, gender reassignment, marriage/civil partnership, pregnancy/maternity, or sexual orientation.*

*We are an inclusive organization and actively promote equality of opportunity for all with the right mix of talent, skills and potential. We welcome all applications from a wide range of candidates. Selection for roles will be based on individual merit alone.*