

Vacancy

Events and Communications Trainee

1 September 2025 – 27 February 2026 (6 months)

PICUM, the [Platform for International Cooperation on Undocumented Migrants](#), is a network of individuals and organisations working to ensure social justice and human rights for undocumented migrants. Grounded in principles of social justice, anti-racism and equality, PICUM works to ensure that all migrants are entitled to a dignified standard of living and respect. Bringing together the experiences and expertise of its members, PICUM generates and coordinates a humane and informed response to undocumented migrants' realities and provides a platform to engage policy makers and the general public in the full realisation of their rights.

Based in Brussels, the PICUM secretariat leads the network's advocacy, awareness raising, and research activities. Unlike its members working on the frontline, PICUM's secretariat does not provide direct assistance to undocumented migrants but works to build a strong civil society network to support each other and challenge discriminatory policies and practices.

Communications and events organisation play an important multi-faceted role in PICUM. The candidate will support the Administration and Events Manager, the Multimedia Officer, the Communications Officer, the Deputy Director, and the four Advocacy Officers in providing professional, efficient administration to contribute to the office being run efficiently and effectively on a day-to-day basis and support staff with events management. The candidate will also support PICUM's strategic communications across channels (website, social media, newsletters and mailings, media relations). The work experience will provide an opportunity to gain hands-on experience with the different facets of operating a transnational NGO network, supporting member organisations, and promoting policy change through strategic communications.

Tasks

For the period from 1 September 2025 to 27 February 2026, the candidate will contribute to PICUM's work in the following areas:

- Assist with organising, hosting, and following up on PICUM's internal and external events (in person/online events), creating supporting documents and assisting with reimbursement
- Conduct research for suitable venues and hotels for PICUM events
- Support with administration and human resources
- Support PICUM's communications with governance and membership
- Translate texts (depending on language skills) and coordinate translation and other support through volunteers
- Coordinate and process thematic news gathering from volunteers
- Support with the production of selected social media content and audio-visual outputs (e.g. Adobe Creative Cloud, Canva)
- Assist with the publication of PICUM's newsletter and the media monitoring
- Support in keeping updated the CiviCRM database and Google Groups, handling requests made by members and/or PICUM staff
- Produce minutes of staff and other meetings in rotation with other trainees, and track external requests
- Manage the info & reimbursement mailboxes, answering to emails/requests and keeping track of requests
- Work flexibly alongside other members of the PICUM team to take on reasonable additional tasks as appropriate.

Profile

Required

- Previous experiences in communications, office administration or event organisation
- Full professional proficiency of English (oral and written)
- Outstanding organisational skills with the ability to follow and prioritize multiple tasks
- Good knowledge of Word, Excel and Outlook
- Ability to summarise information and produce accurate, well written minutes and reports
- Genuine interest in PICUM's values and mission
- Ability to work independently, flexibly and under tight deadlines
- Have the right to work in Belgium

Desired

- Experience in database management
- Proficiency in languages other than English
- Knowledge of design and creative software
- Lived experience of migration, migration procedures and/or insecure residence status, of belonging to a racialised or marginalised group

Timeframe

The place of employment is PICUM's office in Brussels, Belgium (Rue du Congrès 37-41, 1000 Brussels).

Although the role is office-based, we offer the possibility to telework part-time. Please note that the Belgian government has adopted mandatory teleworking policies in the past years and may do so again in the future.

The work is full time (37,5 hours / week).

Starting date: Monday, 1 September 2025

Ending date: Friday, 27 February 2026

Terms

PICUM will provide the candidate with a Belgian contract of 'Professional Immersion' ('Convention d'immersion professionnelle') with a remuneration of € 1.056 per month, plus local transport costs and lunch cheques (8€ per worked day).

Selection procedure

PICUM is committed to diversity in its staffing, including based on gender, ethnic origin, disability, and lived experience of migration. We strongly encourage candidates with such diverse backgrounds to apply, and other factors being equal, give preference to such candidates.

The deadline for applications is **25 June 2025** at midnight (CET). Please send the completed application form in English to recruitment@picum.org, with **your last name, first name and PICUM traineeship** in the subject line.

In order to promote equal opportunities in the short-listing process, we will be detaching the personal information (personal details and declaration) from the rest of your application. **Please do not put your name or signature on the rest of the application form.**

All information given on the application will be treated in a confidential manner and in line with data protection legislation.

Shortlisted candidates will be contacted by **4 July 2025**. Please note that due to the large number of applications and our limited capacity, we regret that only shortlisted candidates will be contacted.

Shortlisted candidates will be invited to participate in a remote written exercise and an online interview. They can schedule the **written exercise at their convenience between 4 to 8 July 2025**. Interviews will take place online on 9 and 10 July 2025.