



## TERMS OF REFERENCE

### Events & Communications Volunteer

The European Network of Migrant Women (ENoMW) is a non-governmental organisation comprising over 50 member organisations across 23 European states. We are dedicated to shaping social policies and designing action programs that address the specific needs of migrant women.

We are currently seeking an enthusiastic volunteer to assist in organising an upcoming public event and supporting communication efforts.

#### **Main Responsibilities**

- Coordinate communication with partners and members of the network attending the event from other EU countries.
- Assist in the preparation of an information guide for partners and members traveling to Brussels.
- Support in designing promotional materials.
- Disseminate event promotional materials.
- Provide assistance during the event.
- Offer additional support as needed within the team.

#### **Desired Qualifications:**

- University degree.
- Previous experience in event planning
- Experience in communication will be considered a plus.
- Strong ability to communicate and collaborate within a team.
- Proficiency in computer skills including MS Office, Outlook, internet search engines and Canva.
- Excellent organisational, time-management, and multitasking abilities.
- Capability to work both independently and as part of a team.
- Proficiency in English and French.

#### **Position:**

- Unpaid
- 1-2 days per week depending on tasks
- The person applying must be based in Brussels.



**Application Deadline:** 20<sup>th</sup> March 2024

**Start Date:** March 2024 until end of June 2024

**Note:** Applicants must align with ENoMW values and principles.

Please send your application (CV and interest letter) to Frohar Poya:

[frohar@migrantwomrnetwork.org](mailto:frohar@migrantwomrnetwork.org) and also submit an application by [filling the online form](#)