Communication and External Relations Assistant

Fleet Cards Europe (FCE) is seeking to recruit a full-time Communication and External Relations Assistant for a six-month to one year internship (*Convention d'immersion professionnelle*). We are looking for a motivated and creative individual with an interest in road transport, energy, and decarbonisation issues, who is eager to gain hands-on experience in communications activities within a European trade association.

The Communication and External Relations Assistant supports the organisation's internal and external communication activities and contributes to stakeholder engagement efforts. The role aims to enhance the visibility of the association, promote its positions and activities, and help maintain effective relationships with members, partners, and key external stakeholders.

The intern will be part of the Fleet Cards Europe Secretariat and will work closely with the Secretary General and FCE members.

Main tasks

Communication

- Assist in the development and implementation of the association's communication strategy (internal and external).
- Draft and edit content for newsletters, press releases, social media, and website updates.
- Support the design and production of communication materials (presentations, brochures, social media visuals, etc.).
- Monitor media coverage and relevant developments in the sector.
- Contribute to maintaining a consistent brand identity and tone across all communication channels.

External relations & stakeholder engagement

- Support stakeholder mapping activities and maintain up-to-date contact databases.
- Assist in the preparation of outreach materials and correspondence with external partners, institutions, and media.
- Participate in the organisation of meetings, events, and bilateral exchanges with stakeholders.
- Support follow-up actions from stakeholder interactions and maintain records of engagement.

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Members' engagement

- Contribute to internal communication with members, including updates on activities, events, and policy developments, and by maintaining the internal member portal.
- Support the coordination of surveys and consultations to gather members' feedback.
- Assist in preparing meeting materials and minutes for working groups or committees.

Event Support

- Help organise and promote events such as conferences, workshops, and webinars.
- Liaise with suppliers and venues when necessary.
- Provide logistical and communication support before, during, and after events.

Profile and skills

- University degree in a relevant subject (like Communications, Public Relations, Political Science, European Affairs, etc.).
- Excellent command of English, both spoken and written. Additional European languages are an asset.
- Previous experience to a relevant environment (including through internships) would be considered an advantage, particularly within an association, EU affairs setting, or communications agency.
- Proactive, flexible, and able to manage multiple tasks.
- Experience in managing social media profiles and content (*desirable*).
- Good knowledge of design tools (e.g. Canva, Adobe InDesign, Photoshop, Illustrator, etc.).
- Knowledge of website management and content management (*desirable*).
- Strong organisational skills and attention to detail.
- Team player with a positive attitude and a willingness to learn and improve, with the ability to work independently and manage multiple tasks.
- Applicant must possess EU work permit.

Our offer

- 6-months to 1-year Belgian Convention d'Immersion Professionnelle (CIP) contract.
- Remuneration in line with EU institutions' internships.
- Monthly reimbursement of public transport costs and meal vouchers.
- 6 to 12 days of paid holidays.

- A dynamic and collaborative work environment.
- Hands-on experience in communications and advocacy work for a European organisation.
- Exposure to EU policy and industry networks.

How to apply?

If you believe you qualify for this position, please send your CV and a letter outlining your motivation (1 page max.) to "aurelie.decker@fleetcardseurope.org" with "**Communication and project Assistant**" as the subject title.

Please send both documents as one single file and name your file as follows: LASTNAME Firstname – Ref. CommsAssistant – 2026.

Application deadline: 23 January at 12:00 CEST. Due to the volume of applications, only pre-selected candidates will be contacted.