

Policy and Communications Assistant (Internship)

Organisation: TRAFFIC International Europe (TRAFFIC)

Location: 90 Boulevard Emile Jacqmain, 1000 Brussels, Belgium

Reporting to: Senior Policy Manager, TRAFFIC International Europe

Work percentage: 100% (full time) or as agreed

Expected start date: 12 October 2026

Type of contract: Internship (duration: 6 months initially, with possibility to be extended up to 8 months depending on CIP candidate's requirement approval)

BACKGROUND

TRAFFIC is the leading non-governmental organization working globally on trade in wild animals and plants in the context of both biodiversity conservation and sustainable development.

This position will be based in TRAFFIC International Europe (TIE) in Brussels, Belgium. TIE is an association (ASBL) registered in Belgium which operates within the geographic area of responsibility focused on the European Union Members States and other countries in the European region where TRAFFIC aims to help deliver priority programme outcomes.

TRAFFIC International Europe engages with European Union institutions, Member States, partner organisations, experts, civil society and private sector stakeholders to strengthen policy responses to wildlife trafficking, and unsustainable wildlife trade, while promoting science-based solutions, responsible business practice, traceable and transparent supply chains, and approaches that connect conservation, trade, health, security and development agendas.

This internship will support policy and communications engagement across projects and processes that are important in the current EU political context. These include the potential renewal of the EU Action Plan against Wildlife Trafficking, the next EU Multiannual Financial Framework, the implementation of the Environmental Crime Directive, and the role of innovation and technology in preventing illegal and unsustainable wildlife trade.

The role will also contribute to policy activities under the Swedish Postcode Lottery funded project *WildCheck: Wild plant trade that protects forests*. This is a 24-month project led by TRAFFIC to increase the visibility of wild plant and fungi supply chains and their dependencies on nature in European markets, by promoting standards, corporate accountability frameworks and strengthening relevant EU instruments (e.g. Corporate Sustainability Reporting Directive, the Green Claims Directive, the Corporate Sustainability Due Diligence Directive, the EU Taxonomy and the EU Deforestation Regulation).

We are looking for a dynamic, creative and highly motivated intern to support delivering TRAFFIC's policy engagement and communications in Europe. The role will work under the supervision of the Senior Policy Manager at TRAFFIC International Europe, and in close working relationships with other staff of TIE.

This internship is intended for someone eager to help convene dialogue, connect stakeholders, develop compelling messages, support communications and media outreach, and contribute to discussions that can move policy debates, solutions and investments in a positive direction, in a deeply strategic political context.

The intern will gain exposure to TRAFFIC's policy work, EU and international stakeholder engagement, event organisation, social media, media outreach, and the development of narratives, messages and

communications products designed to support progressive, evidence-based action on wildlife trade.

This internship is under the Professional Immersion Convention (Convention d'Immersion Professionnelle - CIP) and is the subject to the approval of training plan and specific CIP requirements, validated by the Bruxelles Formation.

INTERNSHIP TASKS DESCRIPTION

- Supports the Senior Policy Manager with policy monitoring, background research, analysis, briefings, and coordination across projects and processes addressing legal and sustainable wildlife trade, corporate accountability, wildlife trafficking and environmental crime more broadly.
- Supports mapping and outreach to EU institutions, Member State representatives, experts, civil society organisations, private sector stakeholders and other relevant actors.
- Contributes to the development and communication of narratives, key messages, briefing notes, concept notes, speaking points and other written products that support engagement with partners, decision-makers and wider stakeholder groups.
- Supports TRAFFIC International Europe's communications activities, including drafting and adapting content for social media, websites, newsletters, media outreach, news items, event promotion and other communications products linked to policy engagement and events.
- Supports the planning and delivery of an EU Wildlife Trade Week, including event design, stakeholder mapping, partner outreach, agenda preparation, speaker coordination, logistics, response tracking, stakeholder engagement and follow-up.
- Assists with the preparation and delivery of meetings, workshops and events, including note-taking, action tracking, synthesis of discussion outcomes and follow-up coordination.
- Supports timely internal coordination, information flows, reporting, knowledge management and the development of short written products for internal and external use.
- Responds to general enquiries and supports the TRAFFIC Europe team as appropriate.

REQUIREMENTS

- University qualifications, studies in public policy, environmental policy, international relations, law, political science, conservation, sustainable development, communications, journalism, media relations or a related field;
- Strong interest in legal and sustainable trade in wild species, wildlife trafficking, environmental crime, biodiversity conservation and the role of policy in driving systemic change;
- Good understanding of, or strong interest in, EU policy processes and the role of EU institutions in biodiversity, trade, security and environmental governance;
- Strong writing, communication and organisational skills, including the ability to draft concise briefing material, messages, meeting summaries, social media posts and other accessible communications content;
- Interest in, media outreach, digital communications, social media, website content or public-facing communications would be an advantage;
- Ability to work under pressure, manage several tasks in parallel, set priorities and meet deadlines in a small and collaborative team;
- Strong skills in spoken and written English; fluency in other languages used in the European Union would be an advantage;
- Strong interpersonal skills and ability to work cooperatively with colleagues and external stakeholders from different cultural and professional backgrounds;
- Familiarity with the goals and operation of TRAFFIC is desirable;
- Candidates must complete their studies and cannot have working experience in the main topics of the role according to the CIP scheme requirements.
- Candidates must have the right to work in Belgium

WHAT WE OFFER

- Monthly remuneration of 1200€ net;
- Transport allowance;
- Hybrid working;
- Unique learning opportunity, working in a friendly team of experts in wildlife trade issues and a stimulating international and multicultural environment, developing experience and skills in policy advocacy and communications for a leading non-profit organisation.

HOW TO APPLY

Candidate interested in applying for the position should send a CV and short cover letter (one page) to Brussels.Office@traffic.org with **Policy and Communications Assistant (Internship)** in subject line.

Deadline for applications: 21 September