

Traineeship offer in Brussels

Call for applications - EUROPEUM Institute for European Policy is looking for the Brussels office intern!

Requirements:

- University student pursuing a master's degree or II. and III. year of a bachelor's degree with a focus on international relations, European studies, political science, economics, etc.
- Fluent English both written and oral; proficiency in Czech, French and/or German would be an advantage
- Experience in organizing public events would be welcome
- Strong research, analytical and writing skills
- Ability to get quickly familiar with new topics
- Graphic, design and photographic capabilities would be welcome

What we offer:

- We offer a full-time 5 month internship in a small team in a dynamic international environment (February – June, longer term negotiable)
- You will get a chance to participate in various activities related to European politics and the Visegrad countries, supporting our team in organizing events, monitoring EU policy, drafting communication materials, attending conferences, etc.
- Working in Brussels
- Remuneration 100 EUR/month

What would you do:

- Support organizing events including logistics on the spot
- Administrative activities - creating and maintaining a database of contacts, arranging meetings, assisting in securing stays of foreign visits
- Attend conferences and meetings, taking notes and drafting summaries
- Monitor EU policy developments – research and drafting of texts
- Prepare a newsletter – drafting articles for a newsletter or website

If interested, please send your CV & a short motivation letter to europeum@europeum.org before **January 31, 2017**.

Interviews will be held via Skype on February 1-3, 2017 and successful candidate will be informed on February 6, 2017.

Workplace: EUROPEUM's Brussels Office, 77, Avenue de la Toison d'Or, B-1060 Brussels, Belgium