

Traineeship offer in Brussels

Call for applications – EUROPEUM Institute for European Policy is looking for the Brussels office intern for autumn-winter period!

Requirements:

- University student pursuing a master's degree or 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 welcomed
- Strong research, analytical and writing skills
- Ability to quickly familiarize yourself with new topics
- Experience with graphics and/or design is an advantage

What we offer:

- We offer a 5-month unpaid internship in a small team in a dynamic international environment (September 5, 2022 – January 27, 2023)¹
- You will get a chance to participate in various activities related to Czech Presidency to the Council of the EU, European politics and also the Visegrad countries, supporting our team in organizing events, monitoring EU policy, drafting communication materials, attending conferences, etc.
- Working in Brussels (20 hours / week)
- Possible remuneration for research and publication activities
- Support in using the internship as an Erasmus+ opportunity

What would you do:

- Support organizing events including on-the-spot logistics
- Attend conferences and meetings, taking notes and drafting summaries
- Administrative activities – creating and maintaining a database of contacts, arranging meetings, assisting in securing stays of foreign visits, assisting with accounting tasks
- Monitor EU policy developments – research and drafting of texts
- Prepare monthly newsletters – drafting articles for a newsletter or website
- Writing at least one blog article during the internship

If interested, please send your CV & a short motivation letter to brussels@europeum.org before 20th July 2022. Interviews will be held in person or virtually on 28th and 29th July.