

CALL FOR APPLICATIONS

EUROPEUM Institute for European Policy is looking for the Brussels office intern for the fall/winter period!

Who are we looking for?

- University students pursuing a master's degree or the last year of a bachelor's degree with a focus on international relations, European studies, political science, or economics
- Fluent in 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 do we offer?

- A 5-month internship in a small team in a dynamic international environment (September 2, 2024 – January 31, 2025)*
- You will get a chance to participate in various activities related to European politics with specific focus on the Czech Republic/Central Europe, supporting our team in organizing events, monitoring EU policies, drafting communication materials, attending conferences
- Working in our Brussels office (20 hours/week)
- Fixed financial remuneration of €250/month
- Possible extra remuneration for research and publication activities

What would you do?

- **Event coordination:** Dive into the action by organizing conferences and roundtable discussions from start to finish, featuring experts, politicians, and diplomats! In the past, Czech President Petr Pavel, Commissioner Věra Jourová, and former Minister for European Affairs Mikuláš Bek participated.
- **Network with experts:** Regular meetups with researchers from our partner think tanks and our former interns now working in Brussels await you!
- **EU policy insights:** Master Brussels' inner workings through EU policy monitoring and team discussions. By the end, you'll decode dialogues, understand EP committee dynamics, and unravel the mysteries of Commission DGs.
- **Administrative activities:** Creating and maintaining a database of contacts, arranging meetings, assisting in securing stays of foreign visits, and assisting with accounting tasks.
- **Prepare monthly newsletters:** Draft articles for a newsletter or website.
- **Write at least one blog during the internship.**

If interested, **please send your CV & a short motivation letter** to brussels@europeum.org before **July 5, 2024**.

Interviews will be held in person or virtually on July 9 and 10, 2024.