

## 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 is an asset
- Experience in organizing public events welcome
- Strong research, analytical and writing skills
- Ability to get quickly familiar with new topics
- Graphic, design and photographic capabilities welcome

### What we offer:

- A part-time 5 month internship (working hours negotiable) in a small team in a dynamic international environment (February – July)
- 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.
- Participation in the Prague European Summit 2021 (June)
- Working in Brussels

### What would you do:

- Administrative activities - creating and maintaining a database of contacts, arranging meetings, assisting in securing stays of foreign visits
- Support organizing events including logistics on the spot
- 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
- Research – writing a blog on current political events of your interest that will be published on the website of EUROPEUM

Please send you CV and a short motivation letter to [zfaktor@europeum.org](mailto:zfaktor@europeum.org) before **January 22, 2021**. Interviews will be held via video call on January 26 and 27, 2021.

Successful candidates will be informed on January 28 and will start on February 1.

Workplace:

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