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 welcomed
- Strong research, analytical and writing skills
- Ability to get quickly familiar with new topics
- Graphic design and photographic capabilities welcomed

What we offer:

- We offer a full-time 5 month internship in a small team in a dynamic international environment (February - June 2019; 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
- Renumeration 100 EUR/month

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

If interested, please send your CV & a short motivation letter to zstuchlikova@europeum.org before December 31, 2018. Interviews will be held in the Brussels Office of EUROPEUM or via Skype on January 14 and 15, 2019. The successful candidate will be informed on January 21, 2019.

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