

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

What we offer:

- We offer a 5 month unpaid internship in a small team in a dynamic international environment (6 September 2021 – 31 January 2022)
- 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 (20 hours / week)
- Possible remuneration for research and publication activities

What would you do:

- Support organizing events including logistics on the spot
- 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
- Monitor EU policy developments – research and drafting of texts
- Prepare a newsletter – 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 zfaktor@europeum.org before 23. July 2021 Interviews will be held virtually on 27th and 28th July.