

Call for applications – EUROPEUM Institute for European Policy is looking for the Brussels office intern for the spring/summer period!

Requirements:

- University student pursuing a master's degree or the last year of a bachelor's degree with a focus on international relations, European studies, political science, economics, etc.
- 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 we offer:

- We offer a 5-month internship in a small team in a dynamic international environment (February 12, 2024 – July 12, 2024)*
- You will get a chance to participate in various activities related to European politics with a specific focus on the Czech Republic/Central Europe, supporting our team in organizing events, monitoring EU policies, drafting communication materials, attending conferences, etc.
- Working in Brussels (20 hours/week)
- Fixed financial remuneration of €250/month
- Possible extra remuneration for research and publication activities

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 December 17, 2023. Interviews will be held in person or virtually on **January 8-9, 2024**.