

INTERNSHIP OPPORTUNITY

Programme Assistant

Friends of Europe is recruiting a programme assistant for a paid internship to provide support and assistance for a range of tasks, activities and events relating to the work of Friends of Europe.

Friends of Europe is a leading think tank that connects people, stimulates debate and triggers change to create a more inclusive, sustainable and forward-looking Europe.

The position is divided between the European Young Leaders programme and the #EuropeMatters project which include the annual State of Europe conference.

- The European Young Leaders (EYL) programme represents promising European leaders from all over the continent. They come from a wide range of backgrounds including politics, business, civil society, academia, the arts, science and media. Every year, the EYLs meet for two three-day seminars together with key European actors to develop proposals and recommendations to tackle the challenges facing Europe and its citizens.
- #EuropeMatters is an ongoing 18-month initiative bringing together business leaders, policymakers, civil society representatives and citizens to co-design a Europe that still matters in 2030. As part of this initiative, Friends of Europe has launched in the lead up to the European parliament elections the 'Vision for Europe' report setting out 10 policy recommendations for the incoming EU leadership. #EuropeMatters aims to radically rethink the process by which citizens and institutions interact and push decision makers to undertake policies that matter most to Europeans.
- The State of Europe conference is Friends of Europe's annual flagship event. Now in its 16th edition, the conference brings together high-level stakeholders including European Commissioners, current and former (Prime) Ministers, CEOs, senior representatives of European and international institutions, civil society leaders and journalists. The State of Europe conference in October 2019 will be inspired in part by our 'Vision for Europe' report.

This is a great opportunity to understand the workings of an influential think-tank. You will gain an understanding of a wide range of policy areas and acquire skills and expertise in event and project management. In this position you will have the chance to learn, give your input, and have an impact.

WHAT WILL I BE DOING?

- Assisting programme managers with the organisation, delivery and follow-up of the above-mentioned programmes and projects
- Supporting the selection process for the yearly class of the European Young Leaders
- Drafting event programmes and researching speakers, themes and background information
- Researching and writing briefings on EU and global policy challenges
- Providing input to developing programme content for our events, planning publications and requests for articles
- Assisting in the organisation and follow-up of meetings and conducting other tasks relating to the organisation of events (e.g. managing correspondence, providing logistical arrangements, background documentation, report writing)
- Developing and keeping-up-to-date databases (e.g. entering data, creating mailing lists)
- Engaging in work across the organisation and supporting the Leadership team as required

WHAT SKILLS AND QUALIFICATIONS DO I NEED TO HAVE?

- Relevant university degree (for example relating to international relations, general social policy, politics, European studies)

- English as a mother tongue or equivalent level
- Excellent writing skills and editing skills
- Demonstrable knowledge of and interest in European and global affairs
- Research experience combined with good analytical skills
- Good knowledge of Microsoft Office tools
- A highly-motivated personality – you need to be well-organised and be able to meet deadlines while maintaining attention to detail
- Ability to work in a team and with minimum supervision
- An interest in working for a think-tank and knowledge of our organisation
- Good understanding of EU institutions
- Interest in event organisation

WHO CAN APPLY?

This position is open only to nationals of EU/EEA member states or Switzerland, or non-EU nationals in possession of a valid work permit.

HOW DO I APPLY?

The internship will be based and paid in Brussels and is to start by the 1 July, for approximately 6 months.

To apply, please send:

- **your CV (2 pages maximum)**
- **a cover letter (1-page maximum)**
- an example of written work

to jobs@friendsofeurope.org, indicating the position and your name in the subject line.

The closing date for applications is Monday 13 May 2019 at 5pm CET.

Please note that due to the high volume of applications, only shortlisted candidates will be contacted.