



## ***EUFORES INTERNSHIP DESCRIPTION***

### ***Organisation***

EUFORES – European Forum for Renewable Energy Sources a.i.s.b.l.

### ***Position title***

Stagiaire/ Intern

### ***Location***

Brussels – Renewable Energy House (Rue d’Arlon 63-65, 1040 Brussels)

### ***Summary of position***

EUFORES is looking for an intern to follow up the activities of the association and to assist in the organisation of events, project management and general administrative duties.

### ***Dates***

Full time position to be held from latest 1 December 2018 to August 2019 (9 months).

### ***Job description and scope of activities***

#### **Assistance in**

- General assistance to the Secretary General of EUFORES
- Organisation and on-site-management of EUFORES events and projects: Inter-Parliamentary Meetings, events in European Parliament and national parliaments, etc.
- Project management related to renewable energy and energy efficiency
- EUFORES membership relations
- Communication: Newsletters, Mailings, Web campaigns, Website Management, Print Design
- Marketing and fund raising
- Day to day tasks related to office management
  - Maintaining and updating database and contact lists
  - Preparation of press reviews and widening of press contacts
  - Dealing with general information flows via phone or email



## ***Required skills***

### **Professional skills**

- University degree
- Excellent knowledge about EU and its institutions
- Fluent written and oral English (German and French very welcome, other languages are an asset)
- Advanced IT user skills (Excel, Word, Internet research, Photoshop, Indesign etc. Skills on website management via Typo3 content management, Web mailing systems)
- Analytical and organisational skills
- Excellent writing and communication qualities

### **Personal skills**

- Self management
- Cultural awareness
- Versatility
- Flexibility to take on other tasks as appropriate
- Highly organised, proactive and delivery oriented
- Willingness to travel

## ***Remuneration***

800 € gross per month

## ***How to apply***

Please direct your application to Dr. Jan Geiss [jan.geiss@eufores.org](mailto:jan.geiss@eufores.org):

- CV with photo and motivation letter
- via e-mail only
- with the subject "application internship EUFORES – your name"
- strictly no telephone calls

## ***Deadline***

**7 November 2018, 18:00**

**Only chosen candidates will be contacted. Interviews to be held in Brussels.**