



EUFORES INTERNSHIP DESCRIPTION

Organisation

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

Position title

Stagiaire

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 February 2018 to October 2018 (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:

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

Deadline

22 December 2017, 18:00

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