



EUFORES Internship

“Project and Event Management Assistance”

EUFORES is the European cross-party network of Members of Parliament from the European Parliament as well as from the EU27 national and regional Parliaments. EUFORES' core objective is the promotion of renewable energy and energy efficiency. EUFORES has developed a broad spectrum of activities – in and outside of the Parliaments of Europe – in order to coordinate the exchange between its members.

Summary of position

EUFORES is looking for a “Project and Event Management Intern” to assist in the organisation of events and in the management of projects.

Location & Duration

Brussels – Renewable Energy House (Rue d’Arlon 63-65, 1040 Brussels). The internship includes occasional missions within EU. Full time position to be held from latest 15 September 2023 to May 2024 (9 months).

EUFORES Internship Profile

Assistance in Project Management

- Coordinate and manage projects and activities
- General management of EU-funded projects: Coordination of work packages and tasks with project partners and general contract implementation and project reporting (EU Funding Programmes like Horizon2020, LIFE etc.)
- Keep informed about renewable energy and energy efficiency policies and discussions on the EU level
- Project communication: newsletters, press releases, mailings, brochures etc.

Assistance in Event Management

- Prepare, organise, manage, implement and follow-up all general events of EUFORES (Inter-Parliamentary Meetings and workshops in national parliaments; breakfast roundtables, workshops and dinners in the European Parliament etc.)
- Manage all event related onsite issues: rooms, catering, technical requirements, hostesses, hotels, services, side events, transport etc.
- Keep up relations with managing counterparts in the European Parliament and national parliaments



Your Profile: Required Professional and Personal Skills

- University degree
- Excellent knowledge about EU and its institutions
- Excellent 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 web-site management via Typo3 content management, Web mailing systems, Web-meetings and Webinars)
- Analytical and organisational skills
- Excellent writing and communication qualities
- 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

Your application

- Please direct your CV with photo and motivation letter
- To Dr. Jan Geiss, Secretary General of EUFORES, jan.geiss@eufores.org
- Via e-mail only
- With the subject "Application Project & Event Management INTERN – *your name*"
- Strictly no telephone calls!
- Application deadline: 15th September 2023. Only candidates invited for an interview will be contacted. Personal Interviews will be held in Brussels end of August/ beginning of September 2023.