



EUFORES Internship

“Members, Funding and Communication 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 “Members, Funding and Communication Intern” to assist in the management of the EUFORES member relations, funding activities, in the communication of the organisation and in general administrative duties.

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 Parliamentary Membership Relations

- Identification, contacting and acquisition of parliamentary members
- Membership relations and services (maintain database, identify new members, follow-up relationships with parliamentary members etc.)
- Keep the parliamentary network base up-to-date by conducting annual parliamentary contacts research and identification of key Members of Parliament all over Europe

Assistance in Non-parliamentary Membership Services and Business Development

- Management of non-parliamentary Membership relations and services (supporting members)
- Identification, contacting and acquisition of new supporting members (both from the renewables and energy efficiency community and related sectors)
- Preparation of Advisory Committee meetings

Assistance in Fund Raising and Sponsorships

- Enlargement of the EUFORES supporting membership base and budget funding.
- Sponsorship activities (Identify, contact and follow-up potential sponsors for EUFORES events, develop sponsorship packages, manage sponsor contracts and relationships, establish financing for large conference budgets)
- Public Funding (Overview on EU funds and support programmes)



Assistance in Communications and Marketing

- Communications and Marketing of EUFORES (EUFORES website, newsletters and mailings, media campaigns, social media, printing material, corporate identity, press releases, press reviews and widening of press contacts etc.)
- Technical management and production (Design and production of print, photography, video etc. – based on Adobe Indesign, Photoshop etc.)

Assistance in Office Management

- Personal Assistance to the Secretary General (team coordination, communication, travel arrangements)
- Office Management (office facilities and supplies etc.)

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 website 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 Members, Funding & Communication INTERN – *your name*"



European Forum for Renewable Energy Sources

- 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.