EUFORES INTERNSHIP
“Project and Event Management Assistance”

Organisation
EUFORES – European Forum for Renewable Energy Sources AISBL

Position title
Stagiaire/ Intern

Location
Brussels – Renewable Energy House (Rue d’Arlon 63-65, 1040 Brussels) with – for the moment - a very high share of home office hours due to the Covid-19 situation.

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 October 2020 to June 2021 (9 months).

Job description and scope of activities
Assistance in:

- General assistance to the Secretary General of EUFORES
- Organisation and virtual or on-site-management of EUFORES events and projects: Inter-Parliamentary Meetings, events in European and national parliaments, etc.
- Project management related to renewable energy and energy efficiency
- EUFORES membership relations
- Communication: Newsletters, Mailings, Social Media, 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
- 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

**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 - Assistance in Project and Event Management EUFORES – your name"
- strictly no telephone calls

**Deadline**

16 September 2020, 18:00

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