



## **Communications & Policy Internship**

### **EERA – European Energy Research Alliance**

#### **Description of the Mission**

The European Energy Research Alliance (EERA) AISBL is the largest low-carbon energy research community in Europe and worldwide. It is the official research pillar of the EU Strategic Energy Technology Plan (SET Plan). Bringing together more than 250 organizations from 32 countries, the key role of EERA is the coordination of public R&D on the energy transition, in close cooperation with the European Commission. In full alignment with the EU 2050 Climate objective, the mission of EERA is to *“catalyse European energy research to achieve a climate-neutral society by 2050”*.

EERA currently runs 18 Joint research Programmes (JPs), which altogether cover the full research spectrum on low-carbon energy technologies and systems, as well as on policy and social aspects of the clean energy transition.

Currently, EERA is looking for one Intern in support of Communications and Policy activities to be part of the Secretariat. The position will be an opportunity for the selected candidate to immerse in an international and multicultural working environment, dealing with one of the most topical issues for the European agenda.

#### **Key responsibilities of the Communications & Policy Intern**

- Draft and post content on the EERA website and social media channels;
- Support the creation and dissemination of newsletters and other communications materials;
- Develop graphic material and support video making;
- Conduct policy monitoring through screening of specialised media and EU institution’s websites;
- Support the drafting of advocacy material (e.g., position papers, statements);
- Support the analysis of new policies and institutional developments through the preparation of briefing notes, PowerPoint presentations, etc.

#### **General requirements for the position**

- The candidate should hold a master's degree in communications, political science, European studies, or international relations;
- Excellent command of English, oral and written. The knowledge of an additional European language will be considered an asset;

- Strong digital skills: Microsoft Office; mailing platforms (e.g., MailChimp); content management systems (e.g., Joomla); graphic design tools (e.g., Canva);
- Interest in developing further their communication skills, especially for creating engaging and appealing content for digital channels (website, social media, newsletters, etc.);
- Good understanding of the EU institutions;
- A genuine interest in low-carbon energy research and sustainability;
- Strong eye for detail and sense of quality;
- Ability to work autonomously and show initiative;
- Must be legally entitled to work in the EU.

### **Terms of the contract**

The internship is **paid** under the framework of the “*Convention d’immersion professionnelle*” (a professional integration agreement under Belgian Law) and is planned for a period of six months, with the possibility of extension for a maximum of six additional months.

Office location: EERA, Rue de Namur 72, 1000 Brussels.

### **Application Process**

Please send your CV and a short motivation letter - no more than 1 page - explaining how you consider this job could contribute to your professional development. Both documents should be in PDF format and in English. They should be sent with the subject “EERA Communications & Policy Internship” to the attention of Ms. Maria Luisa Fernandez at [ml.fernandez@eera-set.eu](mailto:ml.fernandez@eera-set.eu) by **25 July 2024 EOB** at the latest.

We encourage early applications, as CVs will be processed on a rolling basis, and we keep the right to close the vacancy earlier if the right candidate is found.