



## Communications 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. It is the official research pillar of the EU Strategic Energy Technology Plan (SET Plan). Bringing together more than 250 organisations from over 30 countries, the mission of EERA is to *“catalyse Europe’s low-carbon energy research to shape science-based policies and advance world-class innovation.”*

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 policy and social aspects of the clean energy transition.

Through its communication activities, EERA sits at the intersection of European research, innovation and EU policymaking. The Communications Intern will support the visibility and dissemination of research and policy-relevant messages addressed to EU institutions, national policymakers, researchers and stakeholders involved in the clean energy transition.

The internship offers hands-on exposure to EU-level institutional communication, providing insight into how research evidence is translated into messages that inform policy debates and support European decision-making.

#### Key responsibilities of the Communications Intern

Under the supervision of the Communications team, the intern will:

- Draft and publish content on the **EERA website**
- Draft and schedule posts for the **EERA LinkedIn page**
- Support the creation and dissemination of **email marketing activities**, in particular: the monthly EERA newsletter, event invitations and follow-up communications.
- Develop visual communication materials using **Canva**.
- Contribute to **communication reporting**, including basic performance tracking and support for KPI monitoring (e.g. newsletters, social media, website).

## General requirements for the position

- The candidate should hold a **Master's degree** in communication, languages, political science, European studies or international relations, or offer an equivalent profile through relevant first professional experiences.
- Excellent command of **English** (minimum C1), both written and spoken; knowledge of an additional European language is an asset.
- **Basic understanding of strategic digital communication**, including websites, social media and newsletters, with an interest in deepening this knowledge. Relevant first experience through a student job or volunteering in communication-related tasks is a plus.
- **Strong digital skills**, including Microsoft Office; mailing platforms (e.g. Mailchimp) and graphic design tools (e.g. Canva).
- A genuine **interest in low-carbon energy research and sustainability**.
- An **interest in EU institutions** and in working in a Brussels-based EU policy environment.
- 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. The position is 80 percent in person, 20 percent hybrid, with Friday being the at-home office day.

## Application Process

Please send your CV and a three-paragraph text (both in PDF format) in which you clearly state why you think you are a suitable candidate for this job and how it could contribute to your professional development.

Both documents should be in English and PDF format. They should be sent with the subject "EERA Communications Internship" to the attention of Ms. Chiara Fort at [c.fort@eera-set.eu](mailto:c.fort@eera-set.eu) by 6 February **2025 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 before the official closing date.