



Communications & Policy Internship

EERA – European Energy Research Alliance

Description of the Mission

The European Energy Research Alliance (EERA) AISBL represents the largest low-carbon energy research community in Europe and worldwide. Bringing together more than 250 organisations from 30 countries, EERA has become the key actor for coordinating publicly financed European energy research and innovation and works in close cooperation with the European Commission.

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 Intern to immerse in an international and multicultural working environment.

1) Key responsibilities of the Communications & Policy Intern

- Write 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 Communication, Marketing, Languages, 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 computer skills (Office Suite, mailing platforms - e.g., MailChimp), content management systems (e.g., Wordpress or Joomla); graphic design tools (e.g., Canva);
- Basic understanding of the EU institutions;
- A genuine interest in low-carbon energy research and sustainability;
- Good organisational, prioritisation, communication, and teamwork skills;
- 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 by 15th September 2023 **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.