



## **2 Internship Positions**

### **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 two Interns in support to communications/policy and administration/events. The Interns will be part of the Secretariat. The position will be an opportunity for the Interns to immerse themselves 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 development of a member area on the EERA website;
- Support the creation and dissemination of newsletters;
- Conduct policy monitoring through screening of specialised media and EU institution's websites;
- Support the drafting of advocacy material (position papers, statements);
- Support the analysis of new policies and institutional developments through the preparation of briefing notes, PowerPoint presentations, etc.

The candidate should hold a Master's degree in Communication, Marketing, Languages or Political Science, European Studies, International Relations, and have an excellent command of English.

#### **2) Key responsibilities of the Administration & Events Intern**

- Provide support in administrative/organisational office operations;
- Support the administration regarding member organisations in EERA's Joint Programmes, including the membership database, invoicing, fee collection and follow-up;
- Support internal communication with the EERA members;
- Co-organise meetings and other EERA events including logistics, participant management, catering, set-up and take-down of the event space, etc.

The candidate should have a diploma in Business Management, Event Management or related field or have previous experience in a similar position and have an excellent command of English.

### **General requirements for both internship positions**

- Excellent command of English, oral and written; knowledge of other EU languages, esp. French, is a desirable asset;
- Strong computer skills (Office Suite, Outlook);
- Basic understanding of the EU institutions;
- Interest in renewable energies and sustainability;
- Good organizational, prioritization, communication and teamwork skills;
- Passionate about innovative & sustainable solutions;
- Eye for detail and sense of quality;
- Can work autonomously and shows initiative;
- Must be legally entitled to work in the EU.

### **Terms of the contract**

For current students, the internship will be done in the framework of the curriculum, for which an agreement must be signed between EERA, the student and the sending university. Graduates will be offered a professional integration agreement (Convention d'Immersion Professionnelle). This **is a paid internship**, the salary depending on the degree and according to market practices.

Starting date is **September 1, 2020**.

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

### **Application Process**

Please send your motivation letter and CV (PDF format, in English) to Mr. Alexandre Météreau at [a.metereau@eera-set.eu](mailto:a.metereau@eera-set.eu) by **June 29, 2020 EOB**.

You can apply to **both** positions. However, please send a single e-mail and indicate in the subject of the email for which of the two positions you are primarily applying: Communications & Policy Intern or Administration & Events Intern.

The motivation letter (1 page maximum) should highlight your reasons for applying, your credentials for the position and, in case you are applying for both positions, a brief motivation for the second choice. We encourage early applications. The selection of the candidate will be based upon the merit principle.