

**Job alert – we’re hiring a Communications and Project Assistant**

Do you want to work at the heart of the European Union? Are you looking for a first professional experience in a young, dynamic, and multicultural environment? Are you a team player with excellent communication and organisational skills? If so, it’s the right time to join our team at European Business Summits (EBS).

**Internship / Communications and Project Assistant**

**Starting Date: As soon as possible**

European Business Summits (EBS) is a renowned Brussels-based organisation that facilitates networking and multi-stakeholder debates.

Our purpose is to achieve the greatest impact on policy-making processes by bringing together business leaders, policymakers, civil society experts and opinion formers to stimulate diverse thinking on the most challenging global issues.

We are looking for a Communications and Project Assistant for a paid 6-month internship (CIP) to assist the communication team with managing communications and profiling EBS programmes for maximum impact.

Main tasks

- Support the EBS Communications Team and Research Hub with the implementation of the communications activities related to Horizon Europe Projects.
- Support the Research Hub with the project management activities related to Horizon Europe Projects.
- Support the creation and publication of content for EBS Social Media channels.
- Maintaining and updating the content on the EBS website.
- Use online metric tools to report on statistics for website, social media, and email campaigns’ impact.
- Support the registration of participants in EBS events and the maintenance of the database

Your profile

- Relevant university degree (communication, marketing, media studies, EU studies, international relations).
- Excellent written and spoken English skills (minimum C1 level).
- Knowledge of email marketing tools (Flexmail, MailChimp, Sendgrid) and knowledge of Canva and Adobe Package (especially InDesign and Photoshop) is desirable.
- Experience in EU project management is an asset.

- A creative profile with a strong interest in digital communication.
- Good understanding of EU institutions and interest in European and global affairs.
- A proactive and multi-tasking team player, with excellent organisational and communication skills.
- Able to show flexibility and initiative and to work autonomously in a multicultural team.

### What we offer

- The opportunity to work in a young, dynamic, international and fast-paced environment and to combine a first full-time work experience with hands-on training.
- Room for professional development and to acquire challenging and interesting responsibilities.
- The opportunity to develop a high-level network by attending the Summits and all preparation meetings with key stakeholders.
- A 6-month Brussels-based paid internship (CIP contract, competitive remuneration) with possible 6-month renewal and subsequent permanent contract CDI.

### Who can apply?

- This position is ideal for recent graduates eager to gain their first work experience.
- It is open to candidates in possession of a valid work permit in Belgium.

### How to apply?

- The position is for a six-month period.
- To apply, please send your CV and a 1-page cover letter to Giulia Gigli, Communications Manager, ([recruitment@ebsummit.eu](mailto:recruitment@ebsummit.eu)) with the email subject **COMMUNICATIONS AND PROJECT ASSISTANT – JOB APPLICATION**.
- Please note that only shortlisted candidates will be contacted.
- Applications will be accepted on a rolling basis until the position is filled.