

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 the European Business Summit (EBS).

Internship / Partnership Assistant
Starting Date: September 2024

The 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 Partnership Assistant for a paid 6-month internship (CIP) to assist the partnership team for maximum impact.

About the position: main tasks

- Pro-actively assisting in the process of finding new commercial partners for all EBS events
- Generating leads through market research and attending events;
- Assistance in organising and attending regular meetings with prospective partners;
- Assistance in drafting sales proposals and contracts;
- Reporting progress concerning speakers, topics and sessions to partners;
- Coordinate various accounts, including creating and updating relevant documents and timelines;
- Disseminating relevant information to relevant team members;
- In preparation and during EBS events, ensure that contract requirements are met;
- Writing a partnership report following each event;
- Assist the team with other tasks as requested by the management.

What we are looking for

- Good understanding of EU affairs and the EU political sector;
- Educational background in business, management, marketing, European affairs, political science or similar (preferred);
- Professional level of written and spoken English, French is an asset
- Excellent communication and interpersonal skills with the ability to build relationships with individuals at all levels;
- Ability to work independently, to prioritize and manage tasks simultaneously, often under tight deadlines;
- The exemplary sense of detail while not losing focus of the overall scope;

- Positive attitude and outlook with the ability to combine creative and administrative work efficiently.

To apply, please **send your CV (max. 2 pages) and a short cover letter (max. 1 page)** to **Baiba Petrusевичa, Director of Partnerships** at EBS (recruitment@ebsummit.eu) by Sunday, 09 June 2024 (included) with the email subject line: **PARTNERSHIP ASSISTANT – JOB APPLICATION**.

Please note that only shortlisted candidates will be contacted.