

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 / Programme 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 Programme Assistant for a paid 6-month internship (CIP) to assist the programme team for maximum impact.

About the position: main tasks

- Support with programme and proposal writing and editing, keeping a focus on our business model (e.g. preparation of proposals/documents for new projects and extensions of ongoing projects; development of materials and presentations relevant to organisation of events and meetings; and simple administrative correspondence);
- Keep abreast of key EU-related policy developments and research speakers, themes and background information;
- Assist and support the team with the delivery of summits (draft and follow up high-level invitations; attend meetings with external stakeholders and take minutes; help keep track of the overall organisation/logistics);
- Produce and develop communication and marketing material including bite-sized content for our social media platforms and newsletters;
- Maintain and update EBS communication channels including our websites;
- Perform administrative tasks, such as data entry, updating directory of contacts and partners, scheduling conference calls, maintaining filing and records, and facilitating meetings as required.

What we are looking for

- Relevant university degree (for example relating to political science, international studies, business);
- Excellent command of English (C1 level), knowledge of French is desirable.
- Good understanding of EU institutions and interest in European and global affairs;
- Good research and analytical skills;
- A proactive team player ready to take initiative;

- Excellent organisational and communication skills;
- Able to show flexibility, and work autonomously in a multicultural team;

To apply, please **send your CV (max. 2 pages) and a short cover letter (max. 1 page)** to **Claudia Moratilla Lis, Programme Manager** at EBS (recruitment@ebsummit.eu) by Friday, 28 June 2024 (included) with the email subject line: **PROGRAMME ASSISTANT – JOB APPLICATION**.

Please note that only shortlisted candidates will be contacted.