

Job alert – we’re hiring a Defence Programme Assistant

Do you want to work at the heart of the European Union? Do you have an interest in defence policy?

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: January 2025

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 Defence 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;
- Build and maintain strong relationships with partners, speakers, and businesses to foster collaboration and long-term engagement.
- 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 highly 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 Monday, 23 December 2024 (included) with the email subject line: **DEFENCE PROGRAMME ASSISTANT – JOB APPLICATION.**

Please note that only shortlisted candidates will be contacted.