

EUNIC Brussels

INTERNSHIP

The Brussels cluster of the European Union National Institutes for Culture, EUNIC Brussels, is looking for a trainee to its cluster of 31 members in order to accomplish administrative, organisational and communication tasks. The location of the internship is at the Czech Centre Brussels. We are looking for young candidates who are consciously preparing for their future career and interested in the field of international relations and cultural diplomacy.

Period: 5 to 10 months

Start date: 1st September 2020

Application deadline:

Related fields: communication, international studies, cultural management, event organization, any other relevant field

Education level: bachelor, masters

Language: English

Places: 1 person (In case of 5 months period: 2 persons)

Location of the internship: Brussels

Working hours: 30 hours/ week, flexible agenda

Housing allowance: max. 500 Euros / month

What we expect:

- Good knowledge of English both spoken and written (French knowledge is an asset)
- Basic computing skills
- Commitment to culture and working in a group
- Good communication skills both spoken and written
- Social media skills (Facebook, Twitter, Instagram etc.)
- Creativity, problem solving skills
- Good management skills

What we offer:

- An insight into the work of an international network
- Development in communication skills
- International networking
- An insight into the bilateral and multilateral diplomacy in Brussels

Tasks:

- Organisation of meetings
- Meeting arrangements (invitation of participants, agenda setting)
- Participation in preparation of the events of EUNIC Brussels and the meetings of working groups
- Writing reports after the meetings
- Maintaining relations with members of the cluster (other cultural institutions)
- Communication with EUNIC Global
- Updating newsletters
- Following the projects of EUNIC
- Ranging, storing and transferring documents to the other members of the cluster
- Social media communication (Facebook, Twitter, Instagram)
- Facilitating the internal communication of the cluster

Application:

Please send a pdf file of your CV and cover letter in English to the following e-mail address: ccbrussels@czech.cz

Application deadline: 31 March 2020