



# Internship at ECRN: Information for applicants

## General Information

The internship opportunities at the ECRN Secretariat in Brussels are meant for students or fresh graduates looking for a possibility to apply their skills and knowledge in practice. During the internship, our trainees have a chance to get to know how Brussels works, learn about European policy-making and networking, attend various events, and participate in the activities of ECRN. As ECRN is a network of regions and public authorities, our interns also learn to understand how policy-making and collaboration operates at different levels and how regional and European activities are linked and relate to each other.

The objective of the internship is to provide an opportunity to gain practical work experience in an international and multicultural environment, and help interns develop skills for intercultural communication and cross-border collaboration. The selected candidate will work as an integral part of the operational team at the Secretariat and a proactive attitude, ability to take initiative, and willingness to engage in different kinds of activities are indispensable attributes. In a small team with a broad portfolio of activities, the interns have a chance to take on concrete tasks and responsibilities and make an important contribution to the work of the Secretariat and the network.

Internships at ECRN generally last for a period of 6 months. This allows the selected candidate to develop a better understanding of our operations and build up some expertise, and thus enables us to allocate meaningful tasks and responsibilities to the intern. During the first months, interns will develop an understanding and overview of the activities of the network, and later on they can focus on a specific theme or topic to gain in-depth knowledge in a specific field of action— which is something that will be an asset to the intern later on as well.

Internships are one of the ways of enhancing cross-border cooperation across regions around Europe and therefore we encourage the candidates from ECRN member regions to apply (for a list of regions, see ECRN website).

It is also possible to work on an end-of-studies project (e.g. Master's Thesis) during your internship (provided that the topic is connected to ECRN interests or activities). If you are interested in such an opportunity, please mention it in your application.

**When should you be able to start?**

In September 2017. The duration of the internship will be 6 months and exact dates will be agreed upon with the selected candidate.

**Terms and conditions**

This is a full-time position (38 h/week). Interns receive an allowance of 700 Euros per month and reimbursement for monthly public transport (STIB) travel pass within Brussels. The intern will be entitled to two days of holiday per month plus national public holidays.

**Our offer**

We offer an opportunity to work in a small but energetic team and a chance to contribute to the activities of a European network. Our interns gain first-hand experience on European collaboration in practice. Each internship is tailored to the profile of the selected candidate and the final task description is crafted when the internship starts, ensuring that there is the best possible fit between our activities and your aspirations. Guidance will also be offered throughout your internship to make sure that you get the most out of your learning experience.

*We offer you the opportunity to gain insight into:*

- The activities of a European network and daily operations of a network Secretariat
- European policy-making process and the operating environment in Brussels
- Various policy areas and topics relevant for the European chemical industry (e.g. innovation, logistics, clusters, energy and resource efficiency, bio- and circular economy, skills development, chemical legislation (REACH), industrial policy, EU funding etc.)
- Working in an international environment and collaborating with representatives from different European regions, EU institutions and other organisations

*You will also have a chance to:*

- Participate in conferences and other events and gain first-hand experience in networking
- Enhance your research and analytical skills
- Develop your writing and communication skills
- Brush up your language skills in a multicultural environment
- Gain professional experience and build up skills and confidence for the future
- Make a meaningful contribution through your work and learn to take responsibility and initiative

Please note that this is an *internship* position. Candidates with limited work experience (max. 1-2 previous internships/otherwise limited professional experience) are particularly encouraged to

apply. Applicants with more extensive prior experience need to explicitly specify in their application how this internship would help them develop new skills or capacities.

### How to apply

To apply, please send your CV and a cover letter to Ms. Neli Georgieva: [ecrn@ecrn.net](mailto:ecrn@ecrn.net), mentioning “**ECRN Internship**” in the subject line of your e-mail. The application deadline is **12 August 2017** but applications will be reviewed on a rolling basis.

Please browse through our website and look for information about ECRN before applying, mentioning in your cover letter why you are interested in ECRN (vs. the multitude of other opportunities available in Brussels) and specifying how this internship matches with your previous academic/work experience and how it would benefit your professional development. In this way, you are much more likely to receive a positive response than someone who submits a generic cover letter. You can also shortly mention your expectations for the traineeship and tell us what you would like to learn or what kinds of skills you would like to develop during your internship.

English is the working language of ECRN and therefore we ask you to send all documents in English. Please send all documents in PDF format.

Due to the large volume of applications we receive, please note that only shortlisted candidates will be contacted. Interviews will be scheduled with shortlisted candidates. Candidates currently in Belgium will be invited to our office in Brussels for an interview and Skype interviews will be organized for candidates outside Belgium.



EUROPEAN CHEMICAL  
REGIONS NETWORK

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