

### General Information

The internship opportunities at the ECRN Secretariat in Brussels are meant for 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.

### When should you be able to start?

In September 2018. 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 according to the [“Convention d’immersion professionnelle”](#) (currently set at € 789 per month). The intern will be entitled to two days of holiday per month plus national public holidays.

### We 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 ongoing activities in the Secretariat. 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
- 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

### **Advice**

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.