



European Affairs Internship at the European Chemical Regions Network (ECRN)

The **European Chemical Regions Network (ECRN)** e.V. is looking for an enthusiastic candidate as an intern to the ECRN Secretariat in Brussels for 4 months, starting at the beginning of March 2018.

ECRN is an acknowledged European stakeholder representing the interests of chemical regions. We bring together regions from Belgium, Czech Republic, Germany, Italy, Poland, the Netherlands and UK. The ECRN Secretariat is a small team based in Brussels that coordinates the activities of the network, provides technical and administrative support to the bodies of the association, and acts as a contact point for other institutions, organisations and partners.

ECRN seeks to enhance the competitiveness of European chemical regions by facilitating cooperation among its members and with other stakeholders, and serving as a platform for exchange of experiences. We represent regional public authorities. We also work together with other chemical stakeholders, chemical associations, the chemical industry, and the EU institutions. For more information, please visit www.ecrn.net.

Tasks of the Intern:

- Contributing to the organisation of ECRN events and meetings, including agenda setting, communication with participants and partners, preparation of materials.
- Monitoring and analysing news on relevant EU policy developments, national and regional issues and other initiatives that are of interest to the chemical regions.
- Compiling content and updates on EU policy developments and regional news for the ECRN's communications channels (social media, website and newsletter); preparing internal and external publications and assisting in other communication activities.
- Updating the new ECRN website.
- Managing contact directories and updating databases.
- Participating in conferences, seminars and workshops related to ECRN interests.
- Undertaking other administrative tasks and assignments as required.

Profile and qualifications:

- University degree in political science, EU studies, or related fields (preferably a recent graduate). Knowledge in the field of interregional/cross-border cooperation is an asset.
- Excellent communication and organisational skills, ability to synthesize information and communicate concisely, excellent analytical and drafting skills.
- Familiarity with EU institutions and EU policies.
- Work experience in public institutions on European, national or regional level, and/or in the field of communications and event organisation is an asset.
- Computer literacy in Microsoft Office applications. Affinity for social media tools is a plus.
- Ability to take initiative and to contribute proactively to the operations of a small team.
- Excellent knowledge of written and spoken English. Additional language skills are an advantage.

Terms of employment

The position is an internship on a full-time basis for 4 months, in Brussels, starting in the beginning of March 2018. A remuneration of € 781 is provided.

How to apply

Please send your CV and a cover letter to Ms. Neli Georgieva at ecrn@ecrn.net by **15 February 2018**, mentioning "ECRN Internship" in the subject of your e-mail.

In your cover letter, please:

- **explain, with examples from your studies and professional experience, how your skills and knowledge correspond to the tasks outlined above, and how you see your contribution to the activities of the network; mention your expectations for the traineeship**
- **give a suggestion of an activity that could enhance the cooperation among partners of a network like ECRN**

Interviews will take place shortly after the deadline, in our Brussels office or via Skype.

Please note that only shortlisted candidates will be contacted.

For further information about ECRN or this position, please contact the ECRN Secretariat.