



Administration & Events Intern (6 months internship)

EERA – European Energy Research Alliance

Description of the Mission

The European Energy Research Alliance (EERA) AISBL represents the largest low-carbon energy research community in Europe and worldwide. Bringing together more than 250 organisations from 30 countries, EERA has become the key actor for coordinating publicly financed European energy research and innovation and works in close cooperation with the European Commission.

EERA is looking for an intern in support of administration activities and events organisation. The intern will be part of the EERA Secretariat, based in Brussels. The position will be an opportunity for the intern to immerse herself/himself in an international and multicultural working environment.

Key responsibilities of the Administration & Events Intern

- Provide support in administrative/organisational office operations;
- Support the administration regarding member organisations in EERA's Joint Programmes including the membership database, invoicing, fee collection and follow-up;
- Support internal communication with the EERA members;
- Co-organise meetings and other EERA events incl. logistics, participant management, catering, set-up and take-down of the event space, etc.

The candidate should have a diploma in Business Management, Event Management or related field or have previous experience in a similar position.

General requirements for all internship positions

- Good command of English, oral and written; knowledge of other EU languages, esp. French, is a desirable asset;
- Strong computer skills (Office Suite, Outlook);
- Good organisational, prioritisation, communication and teamwork skills;
- Eye for detail and sense of quality;
- Can work autonomously and shows initiative;
- Must be legally entitled to work in the EU.

Terms of the contract

Candidates will be offered a professional integration agreement (convention d'immersion professionnelle). This **is a paid internship**, the salary depending on the degree and according to market practice.

Starting date is as soon as possible for a duration 6 months.

Office location: EERA, Rue de Namur 72, 1000 Brussels.

Application Process

Please send your motivation letter and CV (exclusively in PDF format, in English) to secretariat@eera-set.eu by **November 4th, 2024**. Please only send **one application** and indicate as the subject of the email "EERA Administration and Events Internship".

The motivation letter (one page maximum) should highlight your reasons for applying and your credentials for the position. We encourage early applications. The selection of the candidate will be made on a **rolling basis**.