



INTERNATIONAL OPPORTUNITIES

A.A. 2011-2012 del 24.11.2011

Vi ricordo che relativamente alle opportunità descritte, URISP svolge attività di comunicazione e diffusione e non si occupa della gestione dei progetti.

Le proposte sono pubblicate anche sul sito di URISP www.fscpo.unict.it/europa

1. Work Experience Placement – Culture EUROCITIES A.S.B.L. Brussels, Belgium

Company

EUROCITIES, the network of major European cities offers a work experience placement to work under the supervision of the policy officer in the area: Culture, for a period of six months.

The placement will cover the following tasks:

- Monitoring cultural policy initiatives and developments at EU level;
- Analysing policy documents and preparing briefing notes and policy papers;
- Organising forum and working group meetings;
- Drafting articles for the EUROCITIES newsletter, updating the EUROCITIES web pages on cultural issues and other communications-related tasks;
- General administrative tasks.

Profile:

- University Degree;
- Basic knowledge about cultural policies in the EU, the role of local authorities and the EU institutions;
- Proactive; self-starter;
- Excellent English (other European languages are a strong asset).
- **Please send your motivation letter and CV before 2 December 2011 to:**

Nicole Daels ,HR Officer
EUROCITIES ASBL,
1 Square de Meeûs, BE – 1000 Brussels,
Fax +32 2 552 08 89 email : jobs@eurocities.eu www.eurocities.eu



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2. INTERNSHIP - PROJECT ASSISTANT - EURO-DESK at FOCUS EUROPE

ABOUT FOCUS EUROPE

Focus Europe is a non-profit association dedicated to improving local practices by helping local governments to access and take advantage of resources made available by the European Union. The association specializes in European programming and community funding. It offers consulting services, support for the understanding of European policies, assistance with the creation of international partnerships, and European project elaboration and project management.

The Euro-Desk is the office Focus Europe office in Brussels, and it provides the member of the association with a direct contact with the European institutions.

POSITION OVERVIEW

We are currently offering the opportunity to work in Brussels as a project assistant (a position that will be in direct contact with the European institutions). During the internship, the project assistant will provide support to the staff of the association in monitoring European policies and financing programmes, creating international partnerships, organising conferences and seminars, and drafting European projects.

Within your internship you will acquire applicable knowledge regarding European policies on social and environmental affairs and European financing programmes; moreover, you will gain practical skills in project drafting and management and in organising events (training courses, seminars, conferences).

RESPONSIBILITIES

Main responsibilities of the trainee will be:

- Daily monitoring of the European policies on issues of interest for the association (social and economic affairs, culture, environment, local government);
- Daily monitoring of European financing opportunities on issues of interest for the association (social and economic development, environment, culture, territorial cooperation);
- attendance of seminars and conferences at the European institution;
- drafting of reports;
- targeted research and analysis;
- organisation of conferences and events;
- support in project drafting;
- support in project management;
- support in the creation of international partnership.



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REQUESTED QUALIFICATION

- University degree (bachelor's or master's);
- knowledge of the EU political system;
- knowledge of the principal EU financing programmes;
- very good knowledge of English;
- **knowledge of Italian (preferably)**
- motivation and enthusiasm in project management activities;
- flexible approach to the work.

CONDITIONS

- The intern will be receive a monthly reimbursement.
- The internship will start on the 1th December 2011 and it will last 3 months (it can be extended up to 6 months).

If you are interested in this offer, please send your CV and a cover letter **until the 25th of November 2011** to bruxelles@focuseurope.org

http://www.focuseurope.org/sito/download/HANDBOOK_OF_THE_TRAINEE.pdf

3. EUROCHILD

We are looking for an intern to assist in the development of Eurochild policy work. Interns are part of the staff team and expected to contribute to the overall work of Eurochild, as appropriate.

Period: January – June 2012 (6 months)

Location: Brussels

Conditions: all interns are engaged under an internship contract with a standard remuneration

Responsibilities:

Follow-up developments of EU policies and other international organisations, such as the Council of Europe and the UN, regarding children's rights and welfare in Europe

Assist in the drafting of Eurochild policy documents and responses

Assist in the preparation and follow-up of Eurochild events and meetings, including minutes taking

Participate and report back from external meetings

Assist in the liaison with Eurochild members and follow-up of relevant policy developments at national level

Qualifications:



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University degree or relevant experience in social areas/child rights

Knowledge of EU institutions and policy making procedures is a plus

Excellent spoken and written English; other EU languages desirable

Computer literate (office applications, internet)

Enthusiasm to work in a small, interdependent and international team

To apply:

Please submit a CV and motivation letter via email to mafalda.leal@eurochild.org entitled "policy intern application".

Deadline for applications: **30 November 2011**

Interviews are planned to be held in the second week of December 2011.

Only short-listed candidates will be contacted.

<http://www.eurochild.org/>

4. Internship - Public Affairs Weber Shandwick Brussels, Belgium

Overview

Weber Shandwick Brussels is home to a dynamic and multi-cultural team of European Public Affairs and Communications professionals. We are currently seeking to hire an intern in the Public Affairs practice.

Overall requirements:

Provide research support to the Public Affairs practice, covering a wide range of policy areas.

Tasks:

- Daily monitoring of relevant issues in press
- Research and internet monitoring of activities of the EU Institutions, International Organisations, Industry associations and NGO's
- Assistance with responses to specific client requests: research and reporting.
- Attendance at policy conferences and institutional meetings, e.g. European Parliament committees and preparing reports on discussions.
- Maintenance of files and contact lists.

Assisting the team in:

- Outreaching to EU institution officials or other stakeholders to gather information;
- Identifying key officials and stakeholders;



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- Creating and updating stakeholder mapping lists;
- Drafting briefing documents and meeting reports;
- Assisting in the logistics of client events;
- Contributing to client counsel on public affairs (both EU and international projects).

Ad hoc projects:

Depending on the nature of client work and the performance of the stagiare he/she may also be involved in preparation and organisation of larger projects, such as events, campaigns and contact programmes.

Profile:

- University degree preferably in law, political science, economics or journalism / communications, postgraduate studies in European law or politics will be an advantage;
- Work experience in EU institutions (internship) or other PR/PA agency preferred;
- Experience in energy/environment/transport fields are a plus;
- Good understanding of EU procedures;
- English and at least one other EU language;
- Pro-active approach and team work oriented;
- Enthusiasm for public affairs work and communications;
- Master MS Office tools (excel, power point, etc..) and searching tools like Google and others Flexibility and willingness to learn;
- Accuracy and attention to detail; interest and diligence in research work;
- Fast learner;
- Social media savvy – uses blogs, twitter and others.

Please send your application to HRBrussels@webershandwick.com