



Internship in Policy and Outreach Team

Paid, Six Months, Full time

ABOUT US

Re-Imagine Europa (RIE) is the first European incubator for new political ideas to reinforce Europe's role as a global economic power in the 21st Century able to safeguard a prosperous future of peace, freedom, and social justice for all its citizens. Founded by President Valéry Giscard d'Estaing, Re-Imagine Europa is a non-partisan organization that aims to bring together different perspectives and expertise to develop better, and new solutions based on evidence.

RIE is a Brussels-based International Non-Profit Organisation supported by leading foundations, including La Caixa Foundation, Fondazione Cariplo, Bill & Melinda Gates Foundation, as well as funded projects of the European Commission.

Description

Re-Imagine Europa is seeking a dynamic and enthusiastic intern to join the **RIE Policy and Outreach Team** to work with European and international organisations and a wide range of stakeholders in different policy areas. These include the role of new technologies and innovation in agriculture, health and the environment, digital transformation as well as the function of narratives in policy making.

Your main responsibilities:

The position will be located at RIE's office in Brussels. The day-to-day work will require working closely with all the other team members. It will involve:

- Prepare, accompany and report on external meetings with institutions and stakeholders
- Support and guide RIE staff on policy and outreach in their thematic fields.
- Research on policy content and drafting of thematic reports, briefings and external communication documents.
- Support policy events in coordination with the Events and Communications Team
- Plan and coordinate the administrative execution of assigned projects activities, including, scheduling, reporting, and document control,
- Management of projects, including among others the following tasks: technical inputs and research activities, communication and dissemination activities
- Participate in functional working groups and progress meetings, draft minutes

Requirements:

- Written and oral fluency in English is essential, French desirable; competence in any other EU languages will be an asset
- Demonstrate your strong interest in EU institutions/policy-making
- Previous experience in public affairs and communication is an advantage.
- Some knowledge and experience of project management and/or delivery
- Research abilities and analytical skills;
- Experience in teamwork and local networks
- Ability to manage and work remotely with team members located in various countries
- Manage and maintain lists and contact details through CRM

What we offer:

- A 6-month “Convention d’Immersion Professionnelle” contract
- Starting date: The optimal starting date would be January 8, 2024 (or later in the year)
- Meal voucher amounting to €7/worked day - with participation of €1.09/voucher
- Intervention in the cost of public transport
- Conditional on approval of the internship by Brussels Formation

Interested?

Please submit CV and a cover letter to Ms Isabelle Vankoeckenbeek (careers@reimagine-europa.eu) until COB before **November 22, 2023** quoting “Internship Policy and Outreach Team” in the subject line.

Please note that only short-listed candidates will be contacted for an interview, after the deadline.

We look forward to receiving your application!