

## Project and Outreach Internship

### Task Force on Sustainable Food Systems and Innovation

*Paid, 6 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, Novo Nordisk Foundation, and funded projects by the European Commission.

#### Job Overview:

We are looking for a proactive and detail-oriented **Project and Outreach Intern** to join our dynamic team. In this role, you will assist in the coordination, monitoring, and evaluation of project activities, working closely with various teams to ensure efficient execution. The ideal candidate is highly organized, has strong communication skills, and is passionate about supporting impactful outreach campaigns and strategic project initiatives.

#### Key Responsibilities:

- **Project Monitoring & Evaluation:** Track the progress of project activities, ensuring key milestones and deadlines are met. Regularly collaborate with heads of the Outreach, Communication, and Policy Teams to ensure successful project implementation.
- **Logistics Coordination:** Assist in organizing logistics for strategic meetings, events and wider outreach campaigns. Help coordinate the deliverables of the project, ensuring events and activities are executed seamlessly.
- **Documentation & Reporting:** Maintain thorough documentation of project activities, including meeting minutes, action items, deliverables, timelines, and any deviations from the original plan.
- **Contribute to Outreach and Engagement Campaigns:** Contribute to the creation and coordination of outreach and engagement campaigns, including drafting newsletters, digital content, and other communication materials.

**Qualifications:**

- Currently pursuing or recently completed a degree in Project Management, International Relations, Political Science, or a related field.
- Strong organizational skills with attention to detail and the ability to manage multiple tasks simultaneously.
- Excellent written and verbal communication skills in English.
- Familiarity with digital communication tools and CRM systems.
- Ability to work collaboratively in a team environment and adapt to evolving project needs.

**What we offer:**

- A 6-month “Convention d’Immersion Professionnelle” contract.
- Conditional on approval of the internship by Brussels Formation.
- Starting date: The optimal starting date would be on the **21<sup>st</sup> of October** or as soon as possible thereafter.
- Meal voucher amounting to €7/worked day - with participation of €1.09/voucher.
- Intervention in the cost of public transport.

**To apply:**

Interested candidates should send a cover letter and CV (maximum two pages) by email to *Ms Lidia Dimitrakopoulou* ([careers@re-imagine.eu](mailto:careers@re-imagine.eu)) quoting “Project and Outreach Internship” in the subject line.

***Deadline for applications: 30th of September***

RIE anticipates a high number of applications and only shortlisted candidates for the first round of interviews will be contacted.

**We look forward to receiving your application!**