

EUNIC Brussels INTERNSHIP

The Brussels cluster of the European Union National Institutes for Culture, EUNIC Brussels, is looking for a trainee to its cluster of 29 members in order to accomplish administrative, organisational and communication tasks. The location of the internship is the Cultural Service of the Embassy of Hungary - Balassi Institute in Brussels. We are looking for young candidates who are consciously preparing for their future career and interested in the field of international relations and cultural diplomacy.

Period: 6 to 12 months

Start date: 1st September 2018

Application deadline: 15th July 2018

Related fields: communication, international studies, cultural management, event organization, any other relevant field

Education level: bachelor, masters

Language: English

Places: 1 person (In case of 6 months period: 2 persons)

Location of the internship: Brussels

Working hours: 30 hours/ week, flexible agenda

Housing allowance: max. 500 Euros / month

What we expect:

- Good knowledge of English both spoken and written (French, Hungarian knowledge is an asset)
- Basic computing skills
- Commitment to culture and working in a group
- Good communication skills both spoken and written
- Social media skills (Facebook, Twitter, Instagram etc.)
- Creativity, problem solving skills
- Good management skills

What we offer:

- An insight into the work of an international organisation
- Development in communication skills
- International networking
- An insight into the bilateral and multilateral diplomacy in Brussels

Tasks:

- Organisation of meetings and negotiations
- Meeting arrangements (invitation of participants, agenda setting)
- Participation in the events of EUNIC Brussels and the meetings of working groups

- Writing reports after the meetings
- Maintaining relations with members of the cluster (other cultural institutions)
- Communication with EUNIC Global
- Updating newsletters
- Following the projects of EUNIC
- Ranging, storing and transferring documents to the other members of the cluster
- Social media communication (Facebook, Twitter, Instagram)
- Facilitating the internal communication of the cluster
- Help in organising events

Application:

Please send a pdf file of your CV and cover letter in English to the following e-mail address:

info@bmki.be

Application deadline: 15th July, 2018