

Policy and communication internship

Expected starting date: 7 March 2023

Duration: 6 months

Eurogypsum – European association for plaster & plasterboard products

Brussels, Belgium

Eurogypsum is a European industry association representing manufacturers of gypsum products, such as plaster and plasterboard. It interacts with EU institutions and other stakeholders to inform members about relevant developments affecting the industry and to ensure that the sector's interests are considered in policymaking.

As an intern at Eurogypsum, you will assist the Secretary General and the Policy and Communication Officer in analysing information and channelling it to the members, implementing advocacy strategies and communicating the association's achievements towards internal and external audiences.

Tasks:

- Following relevant EU institutional developments and stakeholder activities of relevance to our sector and reporting to the Secretary General and the respective Working Groups;
- Planning and preparing meetings with policymakers and other stakeholders;
- Supporting the secretariat and the Working Groups in the preparation of meeting documents, presentations and reports;
- Conducting online research and compiling information wherever required;
- Supporting the Secretary General's team in the organisation of Eurogypsum policy events or contribution to external events;
- Drafting communication materials, such as press releases or website notes, in close cooperation with the Secretary General, the Policy and Communication Officer, and the Communication Working Group, and supporting the secretariat in the dissemination of these materials;
- Providing assistance to the Secretary General, the Policy and Communication Officer and Communication Working Group in the production and dissemination of social media content;
- Preparing regular newsletters in cooperation with the Secretary General, the Policy and Communication Officer, the Communication Working Group and other Working Group leaders; and
- Attending occasional conferences or events.

Requirements:

- Good knowledge of European institutions and politics
- University degree in European affairs, political studies or law
- Previous experience as intern with an EU institution is a strong asset
- Good communication skills
- Interest in construction, raw materials, environment or energy policy; academic or practical experience in these fields appreciated
- Fluent English (oral and written); knowledge of other EU languages appreciated
- Good command of Microsoft Office and videoconferencing tools
- WordPress and social media proficiency appreciated
- Good social skills and ability to take initiative

We would like the selected intern to start on 7 March for a period of six months. We will review all applications and conduct interviews with pre-selected candidates in the weeks of 13 and 20 February.

The internship will be remunerated under Belgian "Convention d'Immersion Professionnelle", with a monthly allowance of approximately 1,100 euros. Fringe benefits include Brussels public transport card and meal vouchers. The internship will be based in the Eurogypsum office in Brussels (Belgium), with the possibility of home office up to two days per week.

Interested candidates should apply by sending their CV and a cover letter in English to: secretariat@eurogypsum.org by **9 February 2023**. Please indicate "Internship application" in the subject line of your message.