



Internship

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 organisation 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 and working on publicly funded international projects.

Description

Re-Imagine Europa is looking for a trainee to assist the team for a period of 5 months starting from March 2022.

Your main responsibilities:

- Assisting with the organisation of meetings and events (e.g., internal meetings; Advisory Board and Annual Meeting in 2022);
- Events attendance and reporting (e.g. internal meetings; meetings with EU institutions; Conferences...);
- Providing research and analysis on various policy areas on request.

Requirements:

- Written and oral fluency in English and French;
- Experience in event organisation;
- Research abilities and analytical skills;
- Ability to learn quickly in a small multilingual environment.

What we offer:

Type of contract: Belgian "Convention d'Immersion Professionnelle" (Bruxelles Formation), meal vouchers and transport allowance.

Starting date: optimal starting date would be March 1st, 2022.

Job type: full-time, internship.

Interested?

Please submit CV and a cover letter to Ms Isabelle Vankoeckenbeek (careers@reimagine-europa.eu).

Only candidates invited for interview will be contacted.

We look forward to receiving your application!

Diversity and Inclusion are important to Re-Imagine Europa. We are committed to nurturing an inclusive organisational culture and to creating a fair, innovative and supportive working environment.

