



Administrative Internship

[Task Force on Sustainable Food Systems and Innovation](#)

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, as well as funded projects of the European Commission.

Our work is organised into three strategic areas, as well as the overarching work on the future of Europe: RIE Democracy - RIE Economy - RIE Planet.

Under each strategic area, we launch and facilitates Task Forces, to respond to key issues and develop inclusive, innovative, and pragmatic solutions.

There are four active Task Forces: Future of Europe (RE-Imagine Europa) - Democracy in a Digital Society (RE-Imagine Democracy) - An Ideal Fiscal System for the 21st Century (RE-Imagine Economy) - Sustainable Food Systems and Innovation (RE-Imagine Planet).

Description

Re-Imagine Europa is looking for a trainee to assist the team of the [Task Force on Sustainable Food Systems and Innovation](#) for a period of 6 months starting from September 2022.

Your main responsibilities:

- Administrative support to the team;
- Preparing the weekly newsletter;
- Drafting and editing of meeting documents and policy reports;
- Preparing meetings: the weekly Policy and Narratives discussions;
- Ensuring that the common calendar is kept updated;
- Ensuring that the Task Force distribution lists and contact details are kept updated.

Requirements:

- Full proficiency in the English language and good command of written and spoken French is a plus. English is the working language of the office and the association;
- Excellent writing, analytical and communication skills;
- Detail oriented and ability to meet challenging deadlines;
- Ability to manage and work remotely with team members located in various countries;
- Excellent interpersonal skills and team spirit;

WHAT WE OFFER:

Contract type: Belgian “Convention d’Immersion Professionnelle” (Bruxelles Formation), meal vouchers and transport allowance.

Job type: full-time, internship.

Duration: 6 months. Optimal starting date would be the first week of September 2022 (flexible).

Deadline for applications: 24th June noon. The first set of interviews will take place the last week of June, and a smaller shortlist of candidates will be interviewed the week of July 11, 2022.

INTERESTED?

Please submit CV and a cover letter indicating this reference: “Administrative Internship - Task Force Planet” to Ms Isabelle Vankoeckenbeek (careers@reimagine-europa.eu) before 24 June 2022.

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!

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.