

## POLICY INTERNSHIP POSITION

**Application closing date: 31/07/2024**

### About Eurochambres:

Eurochambres is the Association of European Chambers of Commerce and Industry and represents more than 20 million businesses through its members and a network of 1700 regional and local chambers across Europe ([www.eurochambres.eu](http://www.eurochambres.eu)).

### About the position:

Eurochambres is looking for an intern for a **6-month period starting mid-September 2024** with a possibility of extension, to contribute to its work on SME and economic policy. The candidate should possess a solid background in applied economics given that the selected intern will provide support in the preparation of annual publications such as Eurochambres Economic Survey. Due to the Belgian regulation on work permits, this position is open to EU nationals only.

### Tasks of the intern:

- Support in the preparation of surveys, their promotion and communication;
- Organisation of online meetings and events (invitations, registrations, minutes, etc.);
- General support for all policy priorities (legislative monitoring, research concerning businesses and Chambers, preparation of background notes, briefings and reports).

### Requirements for applicants:

- University degree in economics or political science;
- Applied economics background, analytical skills, capacity to perform quantitative and qualitative data analysis and visualise the findings;
- Sound knowledge of MS Office (in particular MS Excel, Word, PowerPoint);
- Familiarity with the EU institutions and processes or willingness to learn about European decision-making procedures;
- Strong organisational and interpersonal skills;
- Team player;
- Familiarity with digital communications and social media;
- Reliability, adaptability and capacity to prioritise;
- Excellent written and spoken English and one other European language.

### What we offer:

- A first working experience in one of the largest European business organisation in Brussels
- An opportunity to work closely with key European Institutions
- The possibility to integrate an international, young and dynamic team of professionals .

### How to apply?

Please send an email to [job@eurochambres.eu](mailto:job@eurochambres.eu) by **31 July 2023 at the very latest**, with the subject line 'Policy Internship', your CV and cover letter in English setting out your suitability and your motivations to join Eurochambres.

**In view of the number of applications that Eurochambres receives, please note that only pre-selected candidates will be contacted.**

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