

Organisational Profile

Minerva Consulting & Communication is an agency specializing in the management and execution of communication and dissemination activities within European research related projects for the EU Programmes.

Minerva gives support to research partners in EU project consortia, executing all dissemination and communication activities and raising awareness to target stakeholders and the public at large. Minerva has a sound expertise and familiarity in EU project management, with the EU administrative, reporting and accounting procedures, besides the writing of communication and dissemination activities in preparation of project proposals.

The main areas of competence are: media campaigns and press relations; events, workshops and seminars organization; graphic design; marketing communication; internet site developments; consultancy in European projects in the communication sector; training modules; impact assessment.

Internship Profile

The intern will be asked to:

- prepare ongoing projects communication materials and reports
- prepare articles, press releases, audiovisual material (provided that they have their own equipment) about scientific issues
- monitor the news on a regular basis on the ongoing thematic and collect information for the websites and the newsletters
- research and assist in updating the projects websites
- ask for interviews to researchers and contact editors and journalists to publish their pieces
- support in the organization of project events and workshops
- support in updating the mailing list of journalists based in EU countries and assist in keeping the relationships, the company has already established with them
- stay in contact with the Brussels community and environment
- attend project meeting and conferences at EU level, meet other journalists and expert in the sector from other EU projects
- help with a broad range of communications tasks supporting the work of the Project Managers
- assist in researching and drafting new project proposals for the FP7

Intern Profile

The successful candidate will have the following qualities and skills:

- ✓ english mother tongue or very good knowledge
- ✓ good organization and networking skills
- ✓ good drafting skills and attention to details
- ✓ good team player but also capable of working independently
- ✓ MS Computer Skills

Desirable:

- ✓ second language
- ✓ knowledge of European Projects
- ✓ strong interest and knowledge of new media