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Regulations

For Degree-Seeking Students

- They are in the second semester of their second or third year of studies
- They have a minimum GPA of 2.7
- VeCo students are allowed to complete only one internship during their Bachelor programme
- VeCo students have to work a minimum of 150 hours and they will earn 6 ECTS
- Double internships are not available for VeCo students
- Interns may not receive financial remuneration
- The internship will, if possible, be related to the student’s major
- Students must check the internship catalogue for the semester during which they want to undertake the internship and choose up to three internship offers
- Students must abide by the internship programme deadlines published on the Vesalius College website at http://www.vesalius.edu/academics/vesalius-internship-programme/info-for-students/deadlines/
- The resume and cover letters must each be 1-page long and must be reviewed by Ms Mona Shair prior to submission
- The internship application must be submitted on time (please refer to the deadlines published on the website) and sent directly to Ms Aida Mansour, Internship & Careers Officer at aimansou@vub.ac.be. Please note that late applications will not be considered. Please note: any documents (CV, cover letter, etc.) should be sent in the following format: First Name Last Name_Title of document. Example: Jill Sander_Cover letter ESRT or Jill Sander_recommendation letter.
- Students must indicate their cumulative GPA on the resume
- Students must be aware that due to the highly-competitive nature of the internship programme, there is no guarantee that they will be selected for the internships for which they have applied
- If selected for an interview, students must carefully prepare themselves for the interview
- Once students have started an internship, they may not withdraw from it except under extraordinary circumstances, and then only with the permission of the Internships & Careers Officer and the Internship Advisor
Regulations

For Study-Abroad Students

- Students have to work a minimum of 150 hours and they will earn 6 ECTS (equivalent to 3 US credits) for a single internship or 280 hours and will earn 12 ECTS for a double internship.
- Interns may not receive financial remuneration.
- The internship will, if possible, be related to the student’s major.
- Students must check the internship catalogue for the semester during which they want to undertake the internship and choose up to three offers.
- Students must abide by the internship programme deadlines published on Vesalius College website at http://www.vesalius.edu/academics/vesalius-internship-programme/info-for-students/deadlines/.
- The resume and the cover letters must each be 1-page long and must be reviewed by the home university prior to submission to Vesalius College.
- The internship application must be submitted on time (please refer to the deadlines published on the website) and sent directly to Ms Aida Mansour, Internship & Careers Officer at aimansou@vub.ac.be. Please note that late applications will not be considered.
  
  Please note: any documents (CV, cover letter, etc.) should be sent in the following format: First Name Last Name_Title of document. Example: Jill Sander_Cover letter ESRT or Jill Sander_recommendation letter.
- Before applying, students must have obtained prior approval from their home university for transferring the internship grade and credits back to their home university transcript.
- Vesalius College will not accept failure of grade transfer as a valid excuse to withdraw from the internship programme.
- Students must indicate their cumulative GPA on the resume.
- Students must be aware that due to the highly competitive nature of the internship programme, there is no guarantee that they will be selected for the internships to which they have applied.
- If selected for interviews students must carefully prepare for the interview.
- Prior to their interviews, students must acquire and activate a Belgian phone number and send it to Ms Aida Mansour, Internship & Careers Officer at aimansou@vub.ac.be.
- Once students have started an internship, they may not withdraw from it except under extraordinary circumstances, and then only with permission of the Internships & Careers Officer and of the Study Abroad Director of Vesalius College.
Internship Procedures

- Students have to read the internship profiles and select the three internships that most interest them.
- The application must include:
  - a resume
  - a signed copy of the VIP application form
  - three cover letters (each tailored to a desired position/job description)
  - a recommendation letter from a University Professor
  - a certificate of no criminal conviction (if required and indicated in the internship description)
  - proof of attendance to the VIP Application Workshop (only for VeCo students)
  - Please note: any documents (CV, cover letter, etc.) should be sent in the following format: First Name Last Name_Title of document. Example: Jill Sander_Cover letter ESRT or Jill Sander_recommendation letter
- In one email, they have to send their three preferences along with one-page CV and a cover letter for each internship to Ms Aida Mansour, Internship & Careers Officer, at aimansou@vub.ac.be.
- If internship partners are interested in the profiles received, the internship team will arrange interviews for candidates to meet with the organizations/companies.
- If an internship partner offers a candidate the internship, he/she has to accept or decline the offer within 24 hours.
- The intern and the internship partner will agree upon a work schedule.
- Interns have to fill out and give the “Add/Drop” form to the Registrar by the end of week 2.

During the Internship
- For the Summer internship, interns are expected to work 25-28 hours per week until the completion of 150 hours.
- Interns have to introduce themselves to their internship advisors via email and provide them with their contact details.
- Interns have to keep a log of hours worked. The log must be signed by the internship supervisor.
- Half way through their internship, students must arrange a meeting with their internship advisor. Please, don’t forget to bring your completed Mid-Term Self-Evaluation with you.
- Interns have to keep their internship advisors and the Internship & Careers Officer aware of any problems or difficulties that arise during the internship.

After the Internship
- Students have to hand your log of hours work in to their internship advisors.
- They have to write a 3000-word report on their internship experience.
- They will receive a letter-grade from their internship advisors.
Students are expected to behave in a professional and ethical manner during the entirety of the application and selection process, as well as during the course of the semester-long internship. This includes, but is not limited to:

**During the application and selection process:**

- Students must reply to emails sent by the Internship & Careers Officer.
- Students are strictly forbidden to directly contact the internship partners. All communication between the candidates and the internship partners must go through the Internship & Careers Officer.
- Students must be on time for interviews.
- If an internship partner offers a candidate an internship, the latter must accept or decline the offer in writing by sending an email to the Internship & Careers Officer within 24 hours.

**During the internship:**

- Dress code: Maintain a neat appearance and dress appropriately
- Follow through on commitments
- Do not conduct personal business during work hours
- Be on time for work
- Respect deadlines
- Turn in assignments on time
- Be supportive and proactive
- Be polite and cooperative
- Seek to further your professional development by improving skills and acquiring new knowledge. Students should not be afraid to ask for additional work, or try to come up with some projects on their own
- Occasionally, students may encounter some problems or difficulties during their internship. We encourage our students to tackle the problem from the beginning and not leave it until the end of the internship. The Internships & Careers Officer and the Internship Advisors can provide students with guidance, but students should first try to solve the problem on their own
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 21</td>
<td>Internship catalogue available online</td>
</tr>
<tr>
<td>April 7</td>
<td>Last day to send choices, CVs and cover letters to Ms Aida Mansour, Internship &amp; Careers Officer at <a href="mailto:aimansou@vub.ac.be">aimansou@vub.ac.be</a></td>
</tr>
<tr>
<td>April 25</td>
<td>Notification of interviews</td>
</tr>
<tr>
<td>From May 5 to May 16</td>
<td>Interviews  (via Skype or phone for study abroad students, in person interviews for VeCo students)</td>
</tr>
<tr>
<td>May 21</td>
<td>Notification of internships</td>
</tr>
<tr>
<td>May 26</td>
<td>First day of internships</td>
</tr>
<tr>
<td><strong>Week 2 of classes</strong></td>
<td>Fill out &quot;Drop/Add&quot; form, available at the Reception. Hand it to the Registrar</td>
</tr>
<tr>
<td></td>
<td>Pick up contracts from room - 1.06</td>
</tr>
<tr>
<td></td>
<td>Contact your internship advisor</td>
</tr>
<tr>
<td>July 4</td>
<td>Last day of internships</td>
</tr>
</tbody>
</table>
At the conclusion of the internship, interns have to write a report of a minimum of 3000 words (in case of double internships, please ask internship advisors, as the requirements may differ). The grade will be based upon the daily log, the supervisor’s evaluation, and the above mentioned report.

- The report should demonstrate academic rigour in content and style. It is a personal record of what interns learned and experienced during the internship. The report has to include:
  - A description of the organisation/company. Please note that a simple copy and paste from the organisation’s website will not be accepted
  - A description of the projects and tasks carried out by the company department where the intern worked
  - An evaluation of the work done by the intern and of how beneficial the intern’s work has been for the organisation
  - A list of activities undertaken during the internship including: a) supervisor’s name, b) intern’s responsibilities, c) a detailed description of the intern’s main tasks and projects, specifying the assigned task as well as the area where the intern excelled and encountered challenges
  - An analysis, supported by relevant examples (both positive and negative), of the experience had during the internship; i.e. what was it like to work there?
  - An evaluation of the internship as a learning experience in terms of: a) pre-professional training, b) responsibilities, c) teamwork, and d) psychology of the workplace

The report has to be in line with Vesalius "house style" as taught in HUM 111 and 112, namely:

- cover sheet with a centred title: Internship at (Internship Partner Name), and at the lower left of the page: your name, the internship code, your Internship Advisor’s name, and the semester and year (i.e. SUMMER 2014) on four separate lines
- standard 12-point font, double-spaced throughout, indentation of 5 spaces for new paragraphs, and pagination at upper right
- attachments and annexes should be clearly labelled and their purpose explained
- if you are unsure about the Vesalius “house style,” please check with your internship advisor

The report is an academic document, and it has to be written in a clear style and in an academic tone. Students are expected to proofread the report for grammar, punctuation and spelling. Reports that are deficient in any of these areas will be returned for revision, please note that the grade for the internship could be impacted negatively by any delay in the submission of revised reports.
Contact Information

Internship Office
Aida Mansour  
Internship & Careers Officer  
+32 2 614 8168  
aimansou@vub.ac.be

Study Abroad
Virginie Goffaux, DVM  
Study Abroad Director  
+32 2 614 8180  
virginie.goffaux@vub.ac.be

Internship Advisors
Business:
Andreas Rambow  
andreas.rambow@vub.ac.be

Communications:
Claude Bernard, PhD  
claudebernard@skynet.be

International Affairs:
Michel Huysseune, PhD  
michel.huysseune@vub.ac.be
<table>
<thead>
<tr>
<th>Internship Partner</th>
<th>Suitable for the following major(s)</th>
<th>Page number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessible Art Fair</td>
<td>BUS</td>
<td>X</td>
</tr>
<tr>
<td>BigBentoBox</td>
<td>CMM</td>
<td>X</td>
</tr>
<tr>
<td>British school of Brussels (I) : External relations Admin</td>
<td>IA</td>
<td>X</td>
</tr>
<tr>
<td>British school of Brussels (II) : Community Office Assistant</td>
<td>BUS</td>
<td>X</td>
</tr>
<tr>
<td>CITT : Transaction Services Intern</td>
<td>CMM</td>
<td>X</td>
</tr>
<tr>
<td>ENNHRI (European Network of National Human Rights Institutions)</td>
<td>IA</td>
<td>X</td>
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<tr>
<td>Esperity - Social Network for Cancer Patients</td>
<td>BUS</td>
<td>X</td>
</tr>
<tr>
<td>EUCORD (I) : Communications Intern</td>
<td>IA</td>
<td>X</td>
</tr>
<tr>
<td>EUCORD (II) : Finance Intern</td>
<td>CMM</td>
<td>X</td>
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<tr>
<td>EuroJobsites.com (I) : Direct Marketing Internship</td>
<td>IA</td>
<td>X</td>
</tr>
<tr>
<td>EuroJobsites.com (II) : Legal Marketing Internship</td>
<td>CMM</td>
<td>X</td>
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<tr>
<td>Europe for Business</td>
<td>CMM</td>
<td>X</td>
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<tr>
<td>European Composer &amp; Songwriter Alliance</td>
<td>IA</td>
<td>X</td>
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<tr>
<td>European Projects Association</td>
<td>CMM</td>
<td>X</td>
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<tr>
<td>European Security Round Table (ESRT)</td>
<td>IA</td>
<td>X</td>
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<tr>
<td>European Youth Forum</td>
<td>CMM</td>
<td>X</td>
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<tr>
<td>EY (former Ernst &amp; Young)</td>
<td>IA</td>
<td>X</td>
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<tr>
<td>GfK</td>
<td>IA</td>
<td>X</td>
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<tr>
<td>Global Governance Institute</td>
<td>CMM</td>
<td>X</td>
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<tr>
<td>Green Crowding</td>
<td>IA</td>
<td>X</td>
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<tr>
<td>Gresham Belson Hotel</td>
<td>CMM</td>
<td>X</td>
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<tr>
<td>Harwood Levitt Consulting</td>
<td>IA</td>
<td>X</td>
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<tr>
<td>International Crisis Group (I) : HR intern</td>
<td>IA</td>
<td>X</td>
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<tr>
<td>International Crisis Group (II) : Online Media Intern</td>
<td>CMM</td>
<td>X</td>
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<tr>
<td>ICODA European Affairs</td>
<td>IA</td>
<td>X</td>
</tr>
<tr>
<td>ING Belgium</td>
<td>CMM</td>
<td>X</td>
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<tr>
<td>Laffineur Law Firm</td>
<td>IA</td>
<td>X</td>
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<tr>
<td>Ludwig von Mises Institute-Europe</td>
<td>IA</td>
<td>X</td>
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<tr>
<td>MasterCard (I) : General internship</td>
<td>IA</td>
<td>X</td>
</tr>
<tr>
<td>Page</td>
<td>Internship Partners Index (2/2)</td>
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<td>Suitable for the following major(s)</td>
<td>Page number</td>
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<tr>
<td></td>
<td>BUS</td>
<td>CMM</td>
</tr>
<tr>
<td>30</td>
<td>MasterCard (II) : Marketing Internship</td>
<td>X</td>
</tr>
<tr>
<td>31</td>
<td>Minerva</td>
<td>X</td>
</tr>
<tr>
<td>32</td>
<td>Mission of the Republic of Macedonia to the EU</td>
<td>X</td>
</tr>
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<td>33</td>
<td>Mothers at Risk</td>
<td>X</td>
</tr>
<tr>
<td>34</td>
<td>New Europe</td>
<td>X</td>
</tr>
<tr>
<td>35</td>
<td>Orionagroup</td>
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<tr>
<td>36</td>
<td>PURE</td>
<td>X</td>
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<tr>
<td>37</td>
<td>RISI</td>
<td>X</td>
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<tr>
<td>38</td>
<td>Serve the City</td>
<td>X</td>
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<tr>
<td>39</td>
<td>Shurgard self-storage</td>
<td>X</td>
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<tr>
<td>40</td>
<td>Solar Solidarity</td>
<td>X</td>
</tr>
<tr>
<td>41</td>
<td>Somos Más</td>
<td>X</td>
</tr>
<tr>
<td>42</td>
<td>The Conference Board (I) : Assistant for the Executive Programmes Services Team</td>
<td>X</td>
</tr>
<tr>
<td>43</td>
<td>The Conference Board (II) : Marketing assistant for the Product and Services Team</td>
<td>X</td>
</tr>
<tr>
<td>44</td>
<td>The Conference Board (III) : Assistant to the Director, Business Development, Europe, Middle East &amp; Africa</td>
<td>X</td>
</tr>
<tr>
<td>45</td>
<td>The Loft Group</td>
<td>X</td>
</tr>
<tr>
<td>46</td>
<td>Think Young (I) : Policy Researcher</td>
<td>X</td>
</tr>
<tr>
<td>47</td>
<td>Think Young (II) : Project Assistant</td>
<td>X</td>
</tr>
<tr>
<td>48</td>
<td>UPS (I) : Europe Competitor Positioning Analysis</td>
<td>X</td>
</tr>
<tr>
<td>49</td>
<td>UPS (II) : Product marketing Intern</td>
<td>X</td>
</tr>
<tr>
<td>50</td>
<td>UPS (III) : ‘North East Europe District Marketing Intern’</td>
<td>X</td>
</tr>
<tr>
<td>51</td>
<td>World Natural Care</td>
<td>X</td>
</tr>
<tr>
<td>52</td>
<td>WorldLoop</td>
<td>X</td>
</tr>
</tbody>
</table>

Please check the internship list published on our website ([http://www.vesalius.edu/academics/vesalius-internship-programme/internships-on-offer/](http://www.vesalius.edu/academics/vesalius-internship-programme/internships-on-offer/)) as other internship offers may have been added since the release of the catalogue.
Organisational Profile

The Accessible Art fair has been bringing original art, photography and sculpture to the art buying public since 2007. The Accessible Art Fair is one of the most influential and well-attended art events in Belgium. More and more people love our unique ability to bring art collectors and buyers in contact with the artists. New in 2014 we will also be working with galleries and designers. The next event is on October 2014.

Internship Profile

The Intern duties & Responsibilities will include:

- gathering artists bios and photos and ensuring that they conform to website and magazine requirements- regular liaising with artists and publisher
- implementing social media plan
- updating word press website as needed : www.accessibleartfair.com
- administrative work
- working at the fair (when applicable)
- designing newsletters

Intern Profile

The successful candidate should have the following requirements:

- good written and oral skills
- hardworking
- flexibility
- online design and word press experience a plus
- other languages an asset
- own laptop
- interest in art
Organisational Profile

BigBentoBox is a Brussels-based company that develops custom made IT applications and which is specialized in E-Commerce. We start our projects from scratch and offer our partners, as we see our clients as partners, all the services needed in order to run a successful business. Our services include the web development, e-consulting, e-marketing, e-support and logistic implementations. We use Ruby on Rails to develop our IT applications. Ruby on Rails is an open source web application framework that is used by web developers for rapid development and it is the web development language of the future. Our small yet very productive company was started by four Vesalius Alumni, who believe that an internship is more than just serving coffee or making photocopies. We are looking for creative people who want to take part in exciting projects and be a part of the company’s growing success.

In the past three years, BigBentoBox’s Interns have been involved in launching new products, analysing markets for new ideas, designing innovative online services, looking for logistic solutions, creating marketing tools for clients and the company and much more. Today BigBentoBox is very proud of what these interns have achieved and is looking forward to continue this collaboration with undergraduate students.

Internship Profile

The intern will assist BigBentoBox in the company’s daily operations and could be responsible for any of the following:

- IT support/development
- analysis and develop marketing solution for our E-commerce clients
- promotion of E-commerce sites through the update or creation of leaflets and/or website
- research of prospects
- engineering of solutions
- making market surveys for specific products
- assisting in the creation new web applications
- analysis and deployment of solutions on-site

Intern Profile

The ideal candidate has several of the following qualities:

- interest in E-commerce and web programming languages
- high energy, approachable, adaptable, creative, methodical, motivated individual
- team player, self-confident
- good interpersonal and organizational skills
- good knowledge of English; knowledge of French and Dutch is a plus
- preferred Communication / Business student (continued on next page)
(continued from previous page)

- ability to multi-task and prioritize responsibilities (the intern will organize his/her own daily work)
- Good communication and interpersonal skills - a positive approach with a self-learning attitude;
- Native or near-native level of English (oral and written) required
- Ability to work under pressure and on multiple assignments;
- Ability to work effectively in a varied environment and within small dynamic teams;
- Native or near-native level of English (oral and written) required;
- Very good computer skills and use of Microsoft office (Word, Excel, PowerPoint).
Organisational Profile

The British School of Brussels (BSB) occupies a beautiful 10 hectare site surrounded by the woodlands and lakes of the Royal Museum for Central Africa in Tervuren. The campus is 15 km from central Brussels, with easy access by public transport. BSB is a highly successful school where the individual development of each child is combined with the highest academic standards. We have 1,300 students aged 1-18 years, representing 70 nationalities. BSB follows the structure of the British curriculum, with an international dimension that reflects our student population and European location. For Post-16 students, we are unique in Belgium in offering A Levels, the International Baccalaureate Diploma and BTEC.

Internship Profile

The intern will be working for the External Relations Department in the following activities:

- update information held about BSB in external school directories and websites
- assist with the media database/archiving system of photographs, videos, publications
- take photographs of various school activities (training will be given)
- assist in updating content on our website britishschool.be and social media, including the editing and/or writing of articles, proofreading content and manipulating images
- prepare flyers, programmes and posters
- assist with the updating of contact lists (companies, clients, relocation agents)
- general support to the External Relations Manager and Web Editor (interviewing teaching staff or students for press releases, quotes for the website, administration, telephone work, etc.)
- involvement in meetings with suppliers to support the work of the department.

Intern Profile

The successful candidate should have:

- excellent written and spoken English
- an interest in photography
- excellent proofreading, research and communication skills
- an interest in social media
- an ability to organise, prioritise and manage several concurrent tasks
- a high degree of attention to details and deadlines
- good computer skills, particularly with design and content management tools.
Organisational Profile

The British School of Brussels (BSB) www.britishschool.be was founded in 1969 and occupies a beautiful site of 10 hectares. It is surrounded by the woodlands and lakes of the Royal Museum of Central Africa in Tervuren, some twenty-five minutes by car from central Brussels, with easy access by public transport. BSB is a highly successful school where the individual development of each child is combined with the highest academic standards. We have over 1200 students aged 3 to 18 years of age and, in addition, also run a Kindercrib (nursery/ crèche) for children from 6 months to 3 years. We follow the structure of the English curriculum, but add an international dimension that reflects our student population. For Post 16 students, we are unique in Belgium in offering both the English A Levels alongside the International Baccalaureate Diploma. Just under half of our families come from a non UK background. We are an international school with over 70 nationalities represented in the school’s population.

Internship Profile

The intern will be working as Community Office Assistant in the following activities:

- research and assist the Community Officer in planning, documenting and launching the Summer Academy programme for students
- assisting in the organisation and preparation of events and productions on campus
- Provide general support to the Community Office

Intern Profile

The successful candidate should meet the following requirements:

- English is the working language at BSB, excellent written and spoken English is essential (English mother tongue or equivalent)
- good research, communication and organizational skills
- excellent computer skills (Office applications)
- the Community Office is a vibrant busy working environment, so the ability to multitask is essential
- team player
Organisational Profile

Citi, the leading global financial services company, has approximately 200 million customer accounts and does business in more than 160 countries and jurisdictions. Citi provides consumers, corporations, financial institutions and governments with a broad range of financial products and services, including consumer banking and credit, corporate and investment banking, securities brokerage, transaction services, and wealth management.

About Citi Transaction Services

Citi Transaction Services offers integrated treasury and trade solutions and securities and fund services to multinational corporations, financial institutions and the public sector around the world. Leveraging the industry's largest proprietary network, spanning over 95 countries, we are uniquely qualified to serve large institutions’ local and cross-border interests, enabling them to:

- increase efficiency and reduce costs
- effectively manage business locally and globally
- gain greater control over financial positions
- access to the full range of capabilities and solutions of Citi, the preeminent global financial services company, with one of the largest capital bases in the industry
- instrumental in the development of clearing, settlement and depository facilities in numerous emerging countries
- an authority on market intelligence through an expansive network of "on-the-ground" employees offering clients daily monitoring and analysis of markets worldwide
- a leading strategic advisor on industry issues such as local securities markets, emerging markets, settlement risk, receivables and payment processes, securities infrastructure and technology integration

Internship Profile

The Intern will work in close cooperation with the Global Transaction Services Country Head for Belgium. Main Duties & Responsibilities will be:

- assist in customer presentations and service review material, join and document client meetings where required
- support the completion of follow up tasks as a result of client reviews
- liaise with overseas Citibank Branches, product and network partners to support transactions managed by the Client Management team
- support client transaction analysis and know-your-customer requirements
- analyse MIS and revenue / performance analysis, pipeline review
- help prepare country business performance presentations to senior management
- identify opportunities to improve products and services
- understand the dynamics of the local financial markets, banking industry and regulatory environment (continued on next page)
(continued from previous page)

Intern Profile

The successful candidate should fulfil the following requirements:

- strong communication skills (both written & verbal)
- strong presentation skills
- strong leadership skills and commercial instincts
- deal origination & execution skills
- analytical skills: assimilating new information quickly and relating it to the needs of the clients & management
- quick learner and has the ability to work with new products or services quickly and effectively
- self-motivated, highly ambitious and goal oriented
- ability to work under pressure

Important Note: the application must include a certificate of no criminal conviction
Organisational Profile

The European Network of National Human Rights Institutions (ENNHRI) comprises 40 National Human Rights Institutions (NHRIs) from across wider Europe. NHRIs are state funded institutions, independent of government, with a broad legislative or constitutional mandate to promote and protect human rights. NHRIs are accredited by reference to the UN Paris Principles to ensure their independence, plurality, impartiality and effectiveness. Once accredited, they receive a formal status and speaking rights before various UN bodies, including the Human Rights Council and some treaty bodies.

ENNHRI’s main areas of work are:
- coordinating exchange of information and best practice between members;
- advising in the establishment and accreditation of NHRIs;
- facilitating capacity building and training;
- engaging with regional mechanisms; and
- intervening on legal and policy developments at a European level.

ENNHRI works closely with its regional partners, such as the EU Agency on Fundamental Rights, the Council of Europe, OSCE-ODIHR, OHCHR Europe Regional Office, UNDP Europe, Equinet and European civil society organisations. In February 2013, ENNHRI established a Permanent Secretariat in Brussels to facilitate ENNHRI’s work and provide a central contact point for stakeholders. ENNHRI is currently going through a strategic planning process.

Internship Profile

The candidate will benefit from working on a wide range of human rights issues throughout Europe. The intern could assist in working on the following:
- drafting of reports collating aspects of ENNHRI’s members’ work;
- collating information centrally on ENNHRI, its past work and its members;
- preparation for thematic project work;
- preparation for the establishment of an ENNHRI website; and
- general office administration, including helping on a contacts database, filing and other reasonable tasks.

The intern would also come into contact with many human rights actors and his/her attendance at meetings, where possible, would be encouraged.

Work would primarily be carried out in English, but there would also be an opportunity to use other European languages. The work would be supervised by Debbie Kohner, Director of the Secretariat.
Organisational Profile

esperity™ is the first worldwide social network aiming to put an end to the isolation of people afflicted by cancer. This international and multilingual platform is created to help cancer patients across the world to share their feelings with each other, and to exchange the inquiries and information they might have. Its aim is to empower patients, reduce social isolation and inform patients about possible treatments, worldwide.

esperity™ is active in the Health 2.0 movement, playing a leading role in Belgium. In today’s medical world, the need for a more patient-focused approach has become undeniable with the consequence of abandoning the exclusively disease-oriented tunnel vision. As esperity™ is a company with a worldwide focus, it has an open internship position to identify the optimal marketing strategies in various regions in the world. esperity™ is located at the Brussels Life Science Incubator in Woluwe.

Internship Profile

This is a Market Research internship. The intern will be asked to:

- investigate emerging marketing trends in social networks in healthcare.
- investigate crowd funding possibilities in the healthcare sector
- assist in writing documentation and preparing presentations.
- assist in designing online marketing campaigns targeting a well-defined group of individuals

Intern Profile

The successful candidate will have the following qualities and skills:

- bachelor or master degree ongoing, preferably in marketing, business or economics but not mandatory in these fields.
- demonstrate effective written and oral communication skills
- planning and analytical skills
- pro-active
- open-minded (especially culturally)
- interest in technology
- multilingual, with minimum English, French or Dutch as a native language
Organisational Profile

The European Cooperative for Rural Development (EUCORD), formally registered as “European Development Cooperatie”, is an independent Brussels based not-for-profit organization incorporated under Dutch co-operative law. EUCORD’s mission is to help people living in poverty in developing countries improve their well-being. It aims to achieve this by engaging the private sector in delivering services to rural communities so as to ensure healthy families and sustainable livelihoods. More information can be found on EUCORD’s website at www.eucord.org.

Internship Profile

The Communications Intern will help to update EUCORD’s website, brochure, and other public relations tools. In addition, the Communications Intern will work with project field staff to collect lessons learned and best practices from all projects and assist with the writing of success stories and newsletters. Also, the Communications Intern may assist with the preparation of generic proposal sections such as capability statements, past performance sections, personnel sections, CVs and others.

Main responsibilities include, but are not limited to:

- keep up to date EUCORD’s web-site and social media and provide recommendations for improvement
- organize, update, manage, and utilize the EUCORD photo database
- write and prepare content for the electronic newsletter, project fact sheets, and project success stories in close liaison with project coordinators located internationally
- update and manage EUCORD’s contacts list to be used for newsletters and other communications
- maintain EUCORD’s lessons learned and best practices database
- help to archive and create project annual reports and other key documents
- assist with the writing or editing of capabilities sections, past performance references, personnel sections, CVs and other proposal-related tasks
- assist with any other tasks that come up during the course of the internship

Intern Profile

Ideally, the intern will have the following:

- this position does not require any work experience, but experience as a volunteer in the field of international development would be desirable
- excellent writing and presentation skills
- proven ability to meet deadlines and operate effectively in a deadline-driven environment with multiple concurrent projects (continued on next page)
EUCORD
I) Communications

(continued from previous page)

- proven ability to work as a part of a team and interact effectively across distances and cultures
- in-depth knowledge and experience with Microsoft Office Suite is highly desirable
- experience with web design or web site management is desirable
- English reading and writing skills are required; French is desirable
Organisational Profile

The European Cooperative for Rural Development (EUCORD), formally registered as “European Development Cooperatie”, is an independent Brussels based not-for-profit organization incorporated under Dutch co-operative law. EUCORD’s mission is to help people living in poverty in developing countries by improve their well-being. It aims to achieve this by engaging the private sector in delivering services to rural communities so as to ensure healthy families and sustainable livelihoods.

Internship Profile

EUCORD is active in many countries across Africa. Each country is managed financially by a local accountant and a project manager supervising the work of the accountant. Each country uses the specific EUCORD set of financial statements (expenditures, cash flow and bank reconciliation statements, etc.). Each month, such financial statements are sent to Brussels Headquarter (soft and hard copies) for final verification and encoding by the Financial Department. The objectives of this traineeship are the following: 1) get to know the accounting processes by verifying the reports sent by the field to the HQ. This should greatly help the Financial Officer and the Operations Manager to increase the speed at which the accounting from the various field offices is entered into the main accounting Internet-based software Wings. The trainee will go through the hard copies to verify if: (a) expenses are “allowable” for the project/donor; (b) appropriate proof of payment is included; (c) correct reconciliation of cash and bank statements is included; (d) accurate exchange rate is applied; (e) proper documentation for each item of the Statement of Expenditures is included; (f) proper accounting and analytical coding is used. 2) At the end of the traineeship, based on the experience acquired (see from point (1)), make recommendations to the Financial Officer to improve the process and optimize the use of donor funds. Prepare an action plan stating improvements to be achieved with a communication plan for the field offices.

Essential Responsibilities:

- verify and analyze transaction details and receipts for all projects and core expenditures
- implement accounting policy and procedures
- control the accuracy of all data entered in the accounting system, including exchange rates
- train/assist accounting field staff or headquarters staff in the application or use of EUCORD financial system or donors’ accounting requirements
- assist project coordinators, the operations manager, field project leaders and management for access to financial info or preparation of reports and financial updates.

Intern Profile

Ideally, the intern will have the following:

- ongoing studies in Accounting, International Relations/Development, Economics, English or related field (continued on next page)
• this position does not require any work experience, but experience as a volunteer in the field of international development would be desirable
• excellent writing and presentation skills
• proven ability to meet deadlines and operate effectively in a deadline-driven environment
• proven ability to work as a part of a team and interact effectively across distances and cultures
• in-depth knowledge and experience with Microsoft Office Suite is highly desirable
• English language skills are required. French is desirable
Organisational Profile

EuroJobsites is a specialist jobsite company, with jobsites targeting knowledge workers in science, engineering, pharma, law, policy, communication and economics, across Europe. The company runs seven specialised jobsites, plus a community site for international lawyers in Brussels, and has been expanding since its start with one jobsite 10 years ago. Headquartered near London, around 20 staff and consultants work together across borders with IT and finance in London, sales and marketing in Brussels and research and sales in Sofia. Clients include hundreds of large and small companies, recruitment and media agencies, associations, NGOs, universities, law firms and consultancies based both in Brussels and across Europe. The company language is English. The internships offered are in an office near Schuman metro in Brussels. See more on the EuroJobsites website: [http://www.eurojobsites.com/](http://www.eurojobsites.com/).

Internship Profile

- The work involves developing and implementing existing and creating new Direct Marketing Strategies, some limited client contact.
- The intern will work with the Business Development Manager, Marketing Manager, three Marketing Consultants, and a team of researchers.

Intern Profile

Ideally, the intern will have the following:
- Knowledge of and interest in Business and Marketing, especially Direct Marketing
- Knowledge of and interest in Online Media and the Web
- University or Business School degree ongoing (business, marketing, economics...)
- Computer proficient (Microsoft Office, Web tools)
- Flexibility
- Precision and attention to detail
- Fluent written and spoken English, some French

Desirable skills

- Experience working on Direct Marketing / Advertising / Sales
- Knowledge of Brussels-oriented printed or online media market
- Other languages, especially Dutch, German
- Knowledge of and interest in European Affairs and or Science
- Web expertise (web page creation, HTML, using content management systems)
Organisational Profile

EuroJobsites is a specialist jobsite company, with jobsites targeting knowledge workers in science, engineering, pharma, law, policy, communication and economics, across Europe. The company runs seven specialised jobsites, plus a community site for international lawyers in Brussels, and has been expanding since its start with one jobsite 10 years ago. Headquartered near London, around 20 staff and consultants work together across borders with IT and finance in London, sales and marketing in Brussels and research and sales in Sofia. Clients include hundreds of large and small companies, recruitment and media agencies, associations, NGOs, universities, law firms and consultancies based both in Brussels and across Europe. The company language is English. The internships offered are in an office near Schuman metro in Brussels. See more on the EuroJobsites website: [http://www.eurojobsites.com/](http://www.eurojobsites.com/).

Internship Profile

- The work involves developing and implementing existing and creating new Marketing Strategies, some limited client contact. This internship will have a special focus on Brussels Legal – the Community Site for European and International Lawyers in Brussels.
- The intern will work with the Marketing Manager, two Marketing Consultants, a Marketing and Technology Consultant, and a team of researchers.

Intern Profile

Ideally, the intern will have the following:
- A passion for International and / or European Law
- Interest in Business and Marketing, especially Direct Marketing
- Interest in Online Media and the Web
- University or Business School studies ongoing (Law, Legal/Business, Politics)
- Computer proficient (Microsoft Office, Web tools)
- Flexibility
- Precision and attention to detail
- Fluent written and spoken English, some French

Desirable skills

- Experience working on Direct Marketing / Advertising / Sales
- Knowledge of Brussels-oriented printed or online media market
- Other languages, especially Dutch, German
- Knowledge of and interest in European Affairs and/or Science
- Web expertise (web page creation, HTML, using content management systems)
Organisational Profile

Set up in 2007, EFB is specifically focused in Innovation Management, providing support services to private and public organisations in Product and Process Innovation, Technology Transfer, IT solutions and support for research and development projects. In the recent years EFB has taken in charge the dissemination activities of several EU funded projects thus boosting the communication impact of research in activities in ICT, Environment, Energy and Health fields. EFB has acquired a sound expertise and familiarity in EU project management, with the EU administrative, reporting and accounting procedures and can be involved since the preliminary phases of project preparation and support the other partners in the writing of the work packages dealing with communication and dissemination issues.

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, CIP, LLP

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
Organisational Profile

The European Composer and Songwriter Alliance (ECSA) is an international non-profit organization (Asbl). As a professional organization, the alliance’s principal mission is to represent and to advocate for the interests of Europe’s composers and songwriters.

Internship Profile

The ECSA office is currently searching for a Communications and Administrative Intern. The intern will work under the direction of the Executive Assistant and Secretary General and carry out a range of specific tasks related to PR, communications and administrative responsibilities:

- maintaining, regularly updating ECSA’s website
- maintaining, regularly updating ECSA’s social media
- maintaining, regularly updating and synchronizing ECSA’s electronic and material contact lists (members and external contacts)
- preparing press cuttings and briefings on European developments in related policy fields
- general administrative duties, ensuring the smooth-running of the ECSA office.

Intern Profile

Ideally the candidate will have a strong background in communications, social media and European affairs. The successful candidate must be able to work independently and be well-organized. Ideally, the intern will have the following:

- last year student in Communications and/or European Affairs
- excellent computer skills (website updating, MS Office, social media)
- excellent English skills, good knowledge of French
- excellent communications skills
- strong drafting and editing skills
- excellent organizational skills
- interest in music and culture
Organisational Profile

EPA - European Projects Association asbl is a non-profit organisation based in Brussels focusing on research, development, innovation, and internationalisation. EPA (http://www.europeanprojects.org) aspires to become Europe’s leading network dedicated to all the European projects stakeholders. Its goal is being achieved through the development of a professional network community MyEuropa (http://www.my-europa.eu), created with the objective of providing EPA’s members with a set of online tools designed for planning and managing of European projects.

Internship Profile

The main duties of the intern will include:

- the daily administration of MyEuropa platform, supporting the tutor in the function of network manager, and updating the contents and news in the platform
- research activities, such as the identification of the different actors playing a role in the process of communication of the EU policies and their target groups in order to realise a mapping of the communication processes
- networking activities, such as the analysis of the relations between the identified actors with the aim of individuate the sectors, the clusters and the networks
- communication & dissemination activities, like the analysis of the communication methodologies to individuate the models of efficient communication and research the impacts of the different models on the population in order to identify the best practices in use; also the research the information flows in order to identify the best communication channels
- project writing and project development, within EPA or in collaboration with EPA partners and Territorial Contact Points.

Intern Profile

The ideal candidate should meet the following requirements:

- a strong interest in the functioning of the European Union, and particularly on European projects. No previous experience in the field is required, but strong interest and motivation in the field, and enthusiasm for the learning-by-doing methodology
- English is the EPA working language: excellent written and spoken English is essential; other languages are an asset
- excellent writing and communication skills
- an advanced knowledge of MS Office, and preferably an experience with content management systems and developing and updating website
Organisational Profile

The European Security Round Table (ESRT) is a neutral platform between the EU Institutions, NATO, think tanks, embassies and permanent representations as well as other relevant actors to discuss European security and defence issues. The ESRT organises events from round tables, briefings, working groups, dinner debates up to high level conferences in close cooperation with European Institutions. A membership-based organisation, it provides a forum for the crucial topics of today as much as for discussions about the future direction of European security and defence policy. It is supported by a high-level Advisory Board and is unique with its focus on the European Parliament, encompassing all major political groups. www.security-round-table.eu.

Internship Profile

We offer an interesting and diversified job within an enjoyable work atmosphere, where the intern will be given personal responsibility along with work experience and opportunity to establish contacts in the EU sector. Tasks will including assisting in/with:

- undertaking research into the latest developments in European security and defence
- assisting in the preparation, organisation and realisation of events and seminars
- attending meetings in the Parliament and other relevant institutions and report back

Intern Profile

The successful candidate should have the following qualities and skills:

- knowledge of and interest in the EU institutions and specifically the security & defence sector
- very good English skills (written and spoken), French and German is a plus
- ability to work effectively both in a small team and independently
- ability to prioritize multiple tasks in a fast-paced environment
- initiative, reliability and attention to detail
Organisational Profile

EY (formerly Ernst & Young) is one of the big four accounting networks that operates worldwide. The EY’s global office deals with regulatory and public policy affairs at European and global level.

The global office is active in various intra-professional working groups at European level, such as the European Contact Group of the six large accounting networks. Through these working groups, the global office seeks to foster a constructive dialogue with the European institutions. The European Commission and the European Parliament are our main interlocutors.

The global office is also represented in various professional bodies, such as the European Federation of Accountants, the Consultative Committee of Accountancy Bodies, etc. Our team currently consists of 5 people who are based both in Brussels and London. The team is, amongst other things, responsible for various tools and databases shared by all the representatives the working groups who exchange regulatory information that contributes to keep a dynamic information flow. Over the years, the global office of EY has profiled itself as one of the most active and trustworthy actor in the regulatory dialogue around auditing and accounting issues.

Internship Profile

The intern’s activities will be focused on the evolution of regulatory developments at European and global level. The intern will be involved in the following areas:

- compilation and analysis of relevant data for the regulatory issues that the office deals with
- organisation and attendance of the working groups meetings
- organisation and follow-up of symposia
- update of the various tools and databases
- update and follow-up of the access control to the intranet’s regulatory website
- ad hoc support for short-term specific projects

Intern Profile

The intern will demonstrate to have:

- strong team spirit
- responsiveness
- good research (mainly internet) and writing skills
- good computer knowledge (Microsoft Office, power point and excel programs)
- fluent oral and written English skills
Organisational Profile

The European Youth Forum (YFJ) is an independent, democratic, youth-led platform made up of 97 National Youth Councils and international youth NGOs from across Europe, that works to empower young people to participate actively in society to improve their own lives, by representing and advocating their needs and interests and those of their organisations towards the European Union, the Council of Europe and the United Nations. For more information, visit www.youthforum.org. The European Youth Forum believes in quality on-the-job learning opportunities and this internship is in line with the European Charter for Quality Internships and Apprenticeships (www.qualityinternships.eu). This internship offers the opportunity to join a major Brussels-based NGO and gain hands-on experience in its policy and advocacy work on youth-related issues at European level.

Internship Profile

The intern will work on the follow up of the European Elections with our Youth participation team at the European Youth Forum’s Secretariat. At that moment it will be essential to follow up with the newly elected MEPs on our campaign, love youth future, www.loveyouthfuture.eu. The work will consist in following up on the MEPs elected, especially the ones who have pledge to support our claims for the next European Parliament mandate.

Intern Profile

- background in communications, education, political science, international relations, European studies or related fields
- interest in political life and advocacy
- excellent communication skills, including social media command
- strong research and analytical skills
- strong organisational skills
- knowledge of EU institutions is an asset
- excellent English writing skills, preferably at native-speaker level
- ability to take initiative and work independently and under tight deadlines
Organisational Profile

GfK is the trusted source of relevant market and consumer information that enables its clients to make smarter decisions. More than 13,000 market research experts combine their passion with GfK’s 80 years of data science experience. This allows GfK to deliver vital global insights matched with local market intelligence from more than 100 countries. In our Leuven office we work with 150 collaborators, in our Brussels office there are over 60 people at work. By using innovative technologies and data sciences, GfK turns big data into smart data, enabling its clients to improve their competitive edge and enrich consumers’ experiences and choices.

EU3C (European Custom Research and Coordination Centre) is a business unit of GfK Belgium which focuses on tenders and projects from the European Commission and related organizations. The mission is to provide European organizations with a unique research proposition which is perceived as high quality and uses state-of-the-art methodology and tools with the support of an international network and is managed by efficient and experienced employees for an outstanding price value. GfK Belgium is located @7even Tuinen, Leuven, close to the railway station.

Internship Profile

As an intern, you will support the team by guaranteeing accurate data and reports in order to deliver a correct market research result to the client. The intern will be asked to:

- make analysis under supervision of the Project Leader or Senior Project Leader
- create charts, formatting PowerPoint - presentations
- do number control in reports by Senior Project Leaders
- control charts, graphs, conclusions, percentages
- do Test questionnaires and proofread them (training will be provided)
- do Test programming (training will be provided)
- do Data Conversion in Excel

Intern Profile

The successful candidate will have the following qualities and skills:

- you are familiar with market research and you have a first knowledge of statistics
- you are a number cruncher, blessed with analytic insight and you are renowned for your excellent writing skills
- you are proficient in Excel, PowerPoint and fluent in English, French is an asset, as is SPSS
- planning and organizing your workload and time schedule comes natural to you
- you are a go-getter and immune to stress
- as an outgoing individual with good communication skills you like to deal with complex questions and challenging, customized study designs
- you think and act in a customer-oriented and analytic way
Organisational Profile

The Global Governance Institute is an independent, non-profit think tank based in Brussels. The Global Governance Institute brings together policy-makers, scholars and practitioners from the world's leading institutions in order to devise, strengthen and improve forward-looking approaches to global governance.

Our mission is to promote comprehensive research, cutting-edge analysis and innovative advice on core policy issues, informed by a truly global perspective. This also includes raising awareness about major challenges of global governance among the general public.

Internship Profile

Research and general support.
As a young organization, we can offer flexibility and many opportunities for proactive students. The work will mainly be to support a small team in information and data gathering, drafting project proposals, as well as organizing lectures, conferences and workshops. In particular, this semester the focus will be on a Horizon2020 project draft.

Interns will work on a publication together with a Senior Analyst. This semester the proposed topic includes a critical assessment on the EU and UN approach to resilience and disaster risk reduction. Interns can, as well, propose their own topic. This work will be based on conference participation, registration with the European institutions and the attendance of meetings at the European Parliament, the European Commission and the North Atlantic Treaty Organisation (NATO) whenever public. Further tasks might include interviews with academics and practitioners in ministries, think tanks and international organisations, the development and dissemination of a monthly newsletter, as well as brief and succinct reviews of emerging topics.

Intern Profile

Interns are selected on a competitive basis. The following minimum qualifications are required:

- Enrolment in a degree programme in political science, public administration, development, economics, law or a related field. Only those students who will return to their studies upon completion of their internship assignments are eligible.
- Requirements: demonstrated interest in at least one of the GGI Section (Peace & Security, Global Justice, Environment & Sustainable Development, Global Economy and Forward Studies & Innovation), analytical thinking and a keen interest to learn more about the European Union skills: written and spoken proficiency in English and preferably one other language (French desirable) as well as good knowledge of Microsoft Office.
Green Crowding

Organisational Profile

Internship in the ICT start-up Green Crowding: we are a crowd funding platform that helps renewable and energy-efficiency projects find finance from their local communities. The intern will support our communication and go-to-market strategy by reaching out, engaging and building a strong relationship with potential crowd investors. We are also part of a European consortium, which will implement an EU-wide project on citizen energy on behalf of the European Commission DG Environment. The intern will be also involved in activities in relation to the activities set out in the EU project. Hierarchies are flat; we support people with great ideas and execution.

Internship Profile

The intern duties and responsibilities will include:

- identifying and building a relationship with relevant blogger, journalists, cooperation partner and other marketing channels
- growing the social media presence via Facebook, Twitter, LinkedIn and other channels
- content writing for the website and hardcopy material in English and German
- preparation of meetings and communication to other consortium members in relation to the EU project on Citizen energy
- manage communication and interaction

The intern shall manage his/her work plan and report regularly on progress.

Intern Profile

- Experience or knowledge gathered from formal or non-formal education or from practical work in the area of an Internet start-up, social media and renewable finance;
- A strong interest and passion for crowd funding, start-ups and renewables;
- Excellent command of German and English (oral and written), excellent command of Dutch is a plus.

Offer

- Practical on the job training;
- High exposure to renewable, energy and crowd funding networks;
- Possibility of future student jobs and employment.
Organisational Profile

Part of the Gresham Group of luxury hotels, the Gresham Belson is a perfect business hotel located in Brussels between the Airport and the city centre. Easy access to the E-40 highway and just a few minutes away from the NATO headquarters, European institutions as well as the business parks.

The Gresham Belson Hotel Brussels is an ideal choice for business and leisure guests alike visiting Brussels as we offer complimentary transport to and from the Airport and the business parks in the vicinity of the hotel.

Internship Profile

The Intern will work in close cooperation with Lieven De Mulder. Main duties & responsibilities will be:

- sales administration
- guest correspondence
- long term sales projects

Intern Profile

The successful candidate should have the following requirements:

- English speaking
- flexible
- positive thinking
- sales minded
Organisational Profile

HLC is an independent strategy consultancy specializing in public policy issues. We help clients manage public interest, business and political issues and effectively participate in public discussions to shape opinions amongst their stakeholders. We work in partnership with a global network of like-minded experts and consultants, including internationally renowned NGO campaigners, economists, polling experts and political advisors. As we work across a large number of issue areas, we use an adapted skill set combining classic tools along with:

- competitive messaging and stakeholder analysis
- political vulnerability assessment
- brandholder analysis and communications
- minesweeper issues prioritization and dollar impact quantification
- grass roots amplification and campaign strategy
- pressure groups relationship building and management
- design to win builds competitive marketing strategy for advocacy goals

Internship Profile

The Intern will work in close cooperation with partners and associates. Main duties & responsibilities will be:

- research and analysis of the effects of public policy on an organization
- assistance in daily monitoring of information sources such as government departments, European institutions, NGOs, and other bodies to keep informed about developments in related field of activity
- research on particular issues of relevance concerning clients and upcoming projects
- serving as a resource person on staff projects
- supporting HLC marketing activities, including research for new business proposals, updating content on harwoodlevitt.com, and other online and offline tools

Intern Profile

The successful candidate should have the following requirements:

- good organization skills
- research skills
- communication skills
- good drafting skills and attention to detail
- good team player but also capable of working independently
- MS Computer Skills
Organisational Profile

The International Crisis Group (Crisis Group) is an independent, non-profit, non-governmental organisation, with some 130 staff members on five continents, working through field-based analysis and high-level advocacy to prevent and resolve deadly conflict.

Employment at Crisis Group provides a challenging and intellectually stimulating work environment, be it in field locations or in one of our advocacy offices, working as a team with colleagues from varied backgrounds, many with distinguished track records in the academic, media or policy worlds.

International Crisis Group is committed to providing all interns with a learning opportunity in order to gain practical work experience to make them more employable after their experience with our organization. In turn, the interns will support Crisis Group in meeting short and long term objectives. For more information, visit our web page: http://www.crisisgroup.org/

Internship Profile

Responsibilities:

- Posting internship opportunities,
- Providing interns with appropriate information and support,
- Answering intern questions,
- Organising intern briefings,
- Administering and analysing the Intern Opinion Survey,
- Contributing to and writing posts for Connecting Interns, an intern blog;
- Assist with Connections, a staff member blog;
- Provide support with Induction Week, a Crisis Group training event;
- Provide general recruitment support such as posting job opportunities on recruitment sites and sorting/screening applications;
- Provide general administrative support to the HR team such as filing and organising staff member files;
- Respond to staff member inquiries
- Prepare letters of employment and letters supporting visa applications.

Intern Profile

The successful candidate should have the following qualities and skills:

- In pursuit of a University degree
- Fluency in English required
- Dynamic, proactive, resourceful, well organized and thorough
- Authorisation to complete an internship in Belgium
Organisational Profile

The International Crisis Group (Crisis Group) is an independent, non-profit, non-governmental organisation, with some 130 staff members on five continents, working through field-based analysis and high-level advocacy to prevent and resolve deadly conflict.

Employment at Crisis Group provides a challenging and intellectually stimulating work environment, be it in field locations or in one of our advocacy offices, working as a team with colleagues from varied backgrounds, many with distinguished track records in the academic, media or policy worlds.

International Crisis Group is committed to providing all interns with a learning opportunity in order to gain practical work experience to make them more employable after their experience with our organization. In turn, the interns will support Crisis Group in meeting short and long term objectives. For more information, visit our web page: http://www.crisisgroup.org/

Internship Profile

The internship would suit candidates with interests and experience in some combination (and preferably many) of the following: content management systems, social media community management, international relations, conflict studies, journalism.

The tasks of the Online Media intern are:

- Updating web content on website, blogs, and internal intranet;
- Engaging professionally with social media such as Twitter, Facebook, and LinkedIn;
- Monitoring success of online efforts using google analytics and other tools;
- Monitoring developments in online media;
- Helping develop new graphics and content for Crisis Group’s website and social media;
- Providing general administrative support

Intern Profile

The successful candidate should have the following requirements:

- Degree on-going in multimedia communications, web design, new media, journalism, and/or international relations, politics, conflict studies, with a keen interest in BOTH fields;
- English language skills at native-speaker level, Spanish is also desirable;
- Passion for social media and its potential as an advocacy tool;
- Knowledge of Content Management Systems, i.e. Sitecore and Wordpress;
- Good understanding of HTML/CSS;
- Knowledge of Adobe Creative Suite, or other similar software
- Highly organised and able to pay close attention to detail; and
- Possession of an EU passport, student visa, or other means of working in Belgium for six months without work permit sponsorship from Crisis Group.
Organisational Profile

ICODA European Affairs is, since 1992, active in the European lobbying and consulting arena. ICODA European Affairs’ offices are situated in Brussels, in the heart of the European quarter. Out of this central position, we deliver services to companies operating in Europe, national and regional governments, NGO’s, the European Commission, and European trade associations.

In the area of European advocacy, ICODA European Affairs assists clients in their lobbying and communication with the European institutions. Our core business is identifying, monitoring and analysing new European developments and the impact of the new European legislation on the activities of our clients. Our consultants combine up-to-date knowledge of the European decision making process with extensive practical experience, which will ensure clients a better positioning in the European arena. ICODA European Affairs specializes in financial-economic topics. Our expertise lies especially, but not exclusively, in the area of financial services legislation, which is relevant for insurers, pension funds, banks, asset managers, among others.

ICODA European Affairs offers an internship with one of its partners.

Internship Profile

ICODA European Affairs offers internships with focus on the financial services sector, especially insurance. The intern will work very closely with the partner in charge of clients in the financial services area (insurance and pension funds especially). Tasks could include:

- research and analysis of one of the financial sectors to increase background understanding
- assistance in daily monitoring of key developments in the EU regulatory arena
- research on particular issues of relevance concerning these upcoming regulation including related areas
- attendance of meetings with key stakeholders and reporting

Intern Profile

The intern should be:

- reliable and trustworthy, with eye for detail and deadlines
- good interpersonal and communication skills
- be able to work independently without forgetting he/she is part of a team
- analytical mind including willingness to research ambiguity
- efficient on-line research skills
- creative problem solving skills
- proficient in English, and preferably Dutch, any other language an asset
Organisational Profile

ING Belgium SA/NV is a subsidiary company of ING Group (www.ing.com). ING is a global financial institution of Dutch origin offering banking, investments, life insurance and retirement services to over 85 million private, corporate and institutional clients in more than 40 countries. With a diverse workforce of about 115,000 people, ING is dedicated to setting the standard in helping our clients manage their financial future.

The trend is clear: more and more customers are switching to online banking to carry out transactions or to buy simple products and services. For the most part, they still value personal, professional advice for complex products such as investments and mortgage loans. ING Belgium decided not just to adapt to these changing consumer preferences, but also to take the lead: ING Belgium intends to become Belgium's first direct universal bank. This business model aims to leverage the internet as a fully-fledged sales channel in close collaboration with the traditional branches. The strategy is now becoming reality: all of ING’s branches are being converted into attractive points of sale offering personal, professional advice and sales.

Internship Profile

Do you want to work on an important project for the Bank of Tomorrow on your own or with other students? The project will be centred on one of the 4 core requirements of customers (payments, savings & investments, loans or insurance) or deal with an organisational or commercial issue related to the introduction of the new business model.

Besides the project with which an ING colleague will assist you, we also offer you a range of other training opportunities: our business presentation "the lion attitude", compliance + security, developing assertiveness in business and product-related training (insurance, young people, cards).

Intern Profile

The successful candidate will have the following qualities and skills:

- third year students
- Languages : English + French / English + Dutch / French + Dutch
- results and Clients oriented
- good sense of communication
- good listener
- commercial awareness
- willing to work almost full-time (open to double internships)
Organisational Profile

The law firm Laffineur provides clients with the best legal and strategic advice in the fields of EU law, International trade, French and Belgian Law with a particular focus on Consumer, product safety and Health law. Based in Brussels, Laffineur Law Firm has close proximity and in-depth understanding of policies, objectives and legislative processes of the EU as they relate to clients of the firm. Because the firm participates in shaping the law at each stage of the legislative process, it is ideally positioned for analysing the provisions included in final legislation. The firm provides accurate legal advice and pursues effective arguments in litigation cases whenever the interests of its clients are stake.

Internship Profile

The intern will assist the law firm in its daily work. S/he will have the opportunity to:

- participate in the daily processes of a busy law firm
- observe the practical outcomes and implications of EU, French and Belgian Law in the corporate world
- learn how a client-centred business functions

Primary tasks will include:

- monitoring and summarising press articles relevant to the practice of our law firm
- editing English-language documents drafted by the lawyers of our firm
- the intern may also be assigned with a specific project or research related to our practice or to a specific industry market
- The candidate may also be asked to analyse and summarise cases from the European Court of Justice

Intern Profile

The successful candidate will have the following qualities and skills:

- excellent English speaking and writing skills (French is a plus point)
- good people skills
- computer literacy
- reliability and trustworthiness
- good research skills
- international Affairs or Business Major preferred (law classes are a plus point)
Organisational Profile

The Ludwig von Mises Institute-Europe is a non-partisan think-tank in Brussels dedicated to bringing the free market-debate to the heart of Europe, and to promoting a decentralized EU free from needless red tape and bureaucracy. The LVMI-Europe was established on the 12th of October 2002 and the institute bears the name of Ludwig von Mises, one of the most prominent libertarian economists of the whole XX century, and one of the main representatives of the Austrian School of Economics.

The LVMI-Europe believes in bridging traditional political and sectorial divides in the pursuit of individual freedom and economic enterprise. The Institute seeks creative solutions to ensure Europe's future prosperity and security in the global village.

Members include former Prime Ministers, MEPs, former commissioners, key politicians, senior academics, business leaders and prominent journalists. The office is based in Leuven.

Internship Profile

The intern will have to organize conferences and dinner debates held by LVMI Europe and participate in other important think tanks activities:

- assist with our research projects on European politics and international relations
- prepare a public relations plan for the LVMI-Europe
- establish links with the civil society, media, business, politicians, the EU institutions as well as European Parliament that will enable LVMI-Europe to
- communicate with LVMI-Europe's Patrons, Sponsors and Board of Directors
- get sponsorship for LVMI-Europe's debates, seminars and conferences
- write a monthly newsletter, as well as weekly blog, based on press cuttings sent by EU press officer

Intern Profile

The successful candidate will have the following qualities and skills:

- proactive and interested in communicating with a wide range of people
- strong analysis, marketing and networking skills
- a very good knowledge of either English or French
- previous work experience in an office environment
- ability to work organized and independent
Organisational Profile

MasterCard is a global payments and technology company. It operates the world’s fastest payments processing network, connecting consumers, financial institutions, merchants, governments and businesses in more than 211 countries and territories. MasterCard’s products and solutions make everyday commerce activities – such as shopping, traveling, running a business and managing finances – easier, more secure and more efficient for everyone.

Internship Profile

The goal of the Summer Internship program is to develop a talent pool of high-potential future hires for our Graduate Program. As an Intern, you will receive hands on learning through an assigned project within one of MasterCard business units. Specific accountabilities will vary for each project but may include data gathering, research and analysis, input into strategy and project management.

We offer opportunities across the following keys:

- Sales & Business Development
- Product Management
- Corporate Services & Support functions

Intern Profile

The ideal candidate has several of the following qualities:

- strong academic performance required
- strong verbal and written communication skills; ability to multi-task and work on multiple projects concurrently
- keen analytical and proven problem solving skills
- strong strategic and conceptual aptitude
- proven team player with excellent interpersonal skills
- proficiency in Microsoft Word, Excel and PowerPoint
Organisational Profile

MasterCard is a global payments and technology company. It operates the world’s fastest payments processing network, connecting consumers, financial institutions, merchants, governments and businesses in more than 211 countries and territories. MasterCard’s products and solutions make everyday commerce activities – such as shopping, traveling, running a business and managing finances – easier, more secure and more efficient for everyone.

Internship Profile

The Benelux region recently launched an online platform to reward MasterCard® cardholders: Priceless® Cities. This platform gives the opportunity to cardholders to benefit from exclusive offers when travelling to top destination cities like Paris, London, Madrid and New York. The objective of the platform is to have as many MasterCard cardholders as possible register and have them redeem available offers in the different cities. In 2014, the aim is to grow the number of registrations through issuer/merchant communication and enlarge the number of offers/Cities.

Key accountabilities of the role:

- Manage Priceless Cities Platform:
  - Remove offers when they expire
  - Select new offers available on a central repository, have them translated into French & Dutch
  - Upload/Publish new offers through the CMS tool

- Monitor registrations & make weekly reports

- Coordinate communication with Issuers/Merchants

Intern Profile

The ideal candidate has several of the following qualities:

- Bachelor Communication/Marketing Management
- Strong written & oral skills, French/Dutch are a strong asset
- Microsoft Office
- Team player, strong communicator, sense of urgency & taking initiatives
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, audio-visual 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 and project social media
- 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
- Knowledge or interest in communication
- good drafting skills and attention to details
- good team player but also capable of working independently (cont’d on next page)
Minerva

(continued from previous page)

- MS Computer Skills

Desirable:
- second language
- knowledge of European Projects
- strong interest and knowledge of new media
Organisational Profile

In October 1992 Republic of Macedonia assigned its representative to the European Communities in Brussels. On 22 December 1995 Republic of Macedonia established diplomatic relations with the European Community and negotiations commenced on conclusion of Interim Agreement on trade and trade-related matters. In February 1996 Republic of Macedonia raised its permanent Mission in Brussels to Ambassador’s level. The Mission of the Republic of Macedonia to the EU is in particular:

- to represent Macedonian interests in the European Union institutions
- to strengthen the Macedonian position in the EU,
- to maintain and deepen work contacts with the representatives of the European Union institutions, missions and permanent representations of other countries or supranational and international institutions,
- to ensure communication between the public administration bodies of the Republic of Macedonia and the European Union institutions
- to provide support for delegations sent by the Republic of Macedonia during their high level meetings
- to inform the centre about activities of the European Union and send technical documentation and literature
- to help increase awareness about Republic of Macedonia in the EU

The activities of the Mission are based on the priorities of the Republic of Macedonia’s foreign policy.

Internship Profile

The intern will be asked to:

- prepare documents for meetings of the Macedonian diplomats in the EU institutions, and make files
- participate and take notes from the meetings
- prepare and send documents to the respective Ministries and institutions in the Republic of Macedonia and vice versa to the EU institutions.

Intern Profile

The successful candidate should be:

- university degree on-going (Economics, Law, Political Science/International Relations)
- fluent in English /French (knowledge of Macedonian is an asset)
- proficiency in Microsoft Office Excel, Word and PowerPoint
- strong communication skills and attention to detail
- strong analytical skills
Organisational Profile

Mothers at Risk (MAR) (www.mothersatrisk.org) is an independent, international non-profit organization devoted to reducing the vulnerability of mothers, women and girls living in poverty, so they may have safer pregnancies and deliveries and reach motherhood healthier and better educated. MAR is a fully volunteer-based non-profit organization registered in Brussels in 2009 (number 0817653679) with projects in Nicaragua, Haiti, Egypt, Morocco, Tanzania and Kenya.

Internship Profile

This internship position reports to the President of MAR and involves:
1) Communications Support: Supporting MAR’s internal and external communications
2) Operations and fundraising support: Providing support in the daily management of MAR activities and assist in MAR’s fundraising efforts.

COMMUNICATIONS SUPPORT:
- Be responsible for managing the MAR Blog, actively develop and post content, coordinate inputs from different MAR members as well as information from other maternal health sources.
- Help make the MAR website more dynamic (updates, interactive features, media, etc)
- Assist in preparing the MAR annual report and other MAR publications
- Assist with the promotion of the ‘Friends of MAR’ initiative
- Arrange for MAR’s participation in relevant networking events and conferences in Brussels
- Provide basic English editing to drafts from non-native writers
- Share photos of MAR events (concerts, general assemblies, etc.)

OPERATIONS AND FUNDRAISING SUPPORT:
- Prepare briefings in preparation for MAR external meetings when needed
- Compile / review one-pagers and pictures for projects (coordinate with Director of Operations)
- Research and identify new fundraising opportunities
- Support fundraising coordinator with organization of upcoming concerts
- Support the preparation of a section on Google Drive of ‘Learning at MAR’
- Assist with filing, electronic and print

The duties and responsibilities listed above are intended as a guide but are not exhaustive. Other activities may be added as required. Only some of the hours in the internship will be office-based. The applicant must be able to work independently online on tasks assigned.

Intern Profile

The ideal candidate has several of the following qualities: (continued on next page)
(continued from previous page)

- Excellent English skills, oral and written, are imperative. French and/or Spanish are an asset
- Organized, efficient, responsible, self-directed, takes initiative
- Works well both individually and in a team, good interpersonal skills
- Microsoft Office tools (Word, Excel, PPP)
- Punctual, meets deadlines
Organisational Profile

The New Europe – the European weekly, published since 1993, carries news and analyses on European Affairs and EU-World Relations. As the only European publication with a regular coverage of 49 Member States, as well as Candidate and Neighbouring Countries, New Europe is a unique product bringing European news to the Countries, as well as National news to the European Union. New Europe also features sections on the European Institutions, EU-Russia, EU-Asia and Transatlantic Relations, as well as on Energy, Environment, and Arts & Culture. Our print circulation comes to 66,000 copies distributed in Europe and beyond, while our news portal attracts over 190,000 visitors per month.

Internship Profile

Responsibilities include:

- monitoring daily news
- proof-reading NE’s pages
- updating NE’s news portal
- researching for NE’s stories and updating the database of external contributors
- attending press briefing and drafting reports
- writing news and analyses to be published in NE

Intern Profile

The successful candidate should have the following requirements:

- interest in European affairs, EU-World relations, journalism and public relations
- fluency in spoken & written English; other languages are an asset
- any major is acceptable, but relevant communication courses are an asset
- good knowledge of MS Office application and Internet as a research tool
- web skills are an asset
- excellent telephone manner
Organisational Profile

Orionagroup is a group of business centres providing logistical and administrative services to companies:
- Equipped offices
- Co-working
- Meeting rooms
- Administrative support
- Concierge service
- Furnished apartments

90% of the clients are foreign companies.

Orionagroup is strategically situated: Louise/Schuman/Montgoemry/Congrès and has a unique product: Old renovated mansions with state-of-the-art technologies

Internship Profile

The Student will have to develop the marketing tools of the company and develop new services giving Orionagroup a competitive edge:

- Looking for new technologies used in Asia and US Business centres – and possible applications in our Business centres
- Belgian market benchmarking
- Analyse communication and commercial coverage of the main competitors and come with concrete proposals for increasing the market share in term of notoriety
- Participation to seminars and events – and representation the Orionagroup brand

Intern Profile

The successful candidate should have the following requirements:

- Marketing orientation excellent written and oral initiative
- Good skills in Photoshop, internet tools, social media and Microsoft environment.
Organisational Profile

PURE is a Brussels-based, Dutch speaking new-style communication agency connecting creative individuals, brands and media. We engage in creative strategic thinking on the global media playground.

Tom Tack is a Master in Conceptual Design, graduate from the Eindhoven Design Academy. His creative skills lead him from Ghent to Talinn and Milan. He worked with the Campana brothers and won The Great Expectations Award, organized by Frame Magazine. His visual insight and creative perfectionism are indispensable.

Stijn Verlinden gained experience in large corporate multinationals, from Philips to British American Tobacco. He also provided communication consultancy to major brands such as IKEA, Nike and Sony. That didn’t keep him from supporting niche brands such as Atelier 11, Café Costume and Morrison. Because you never know where there can be a cross-over.

Together they are PURE. Together they connect creativity.

PURE works for high end brands such as Paul Smith, Filles à Papa, KrJst, Chauncey, Senteurs d’Ailleurs but also supports cultural events such as the Accessible Art Fair, SLICK and A.WEEK, the week of architecture in Brussels. The founders of PURE are also the founders of the platform I Love Belgium (www.ilovebelgium.be), an online platform to promote Belgian culture. Since it was established, I Love Belgium won an ELLE Style Award, has collaborated with SMART and COS and is currently working together with Opening Ceremony.

Internship Profile

To develop I Love Belgium even further, PURE is looking for an intern who's interested in developing his or her writing skills and is willing to conquer every writer's block on his or her way. The I Love Belgium intern will have to:

- do research about Belgian designers, cultural projects, Belgian heritage
- go to press conferences and write short but witty articles
- we also would love to develop a video platform on the site, so people who are experienced with iMovie are very welcome.

Intern Profile

The ideal candidate will have several of the following qualities:

- majoring in Communications/Journalism (ideal)
- a passion for photography (asset)
- open-minded, creative, proactive person with a genuine interest in “Lifestyle” (art, architecture, fashion and design)
- experience in blogging is a plus
RISI

Organisational Profile

RISI is the leading information provider for the global forest products industry. Our mission is to create the highest quality information for and about the global forest products industry and deliver it to customers as part of value-added solutions.

RISI was founded in 1985 as Resource Information Systems Inc., and quickly established itself as the premier source of independent economic analysis for the global forest products industry. Top executives throughout the industry grew to trust RISI's rigorous and unbiased analysis to support their strategic decision-making.

In 2000 RISI acquired publishing assets from Miller Freeman, bringing over eighty related industry publications into its portfolio. The new combined company gave customers easy access to a full range of industry intelligence, from news and prices to forecasts and market data. The company continued to build on this foundation, acquiring the mill cost benchmarking group from Jacobs Consultancy in 2002 and the assets of C.C. Crow Publications, a provider of prices and news for the North American lumber and panel markets, in 2005.

Markets: Pulp and paper, timber, wood products, tissue, nonwovens
Operations: Boston; Brussels; Helsinki; Atlanta; Charlottesville; San Francisco; Portland; São Paulo, Singapore, Shanghai, Beijing.
Headquarters: Boston, Massachusetts, U.S.A.
Founded: 1985
Ownership: Axio Data Group

Internship Profile

RISI is going through some exciting developments in order to strengthen its position in the European market. The position will be in our Sales & Marketing department, helping to communicate these developments and maximize Sales as a result. During the project, the intern will have an opportunity to learn about global Sales and marketing communications while honing his or her research and organizational skills in an international environment.

Intern Profile

The ideal candidate will:

- be a business or management major
- have completed at least the second year of his/her degree
- be fluent in English (other European languages are a strong advantage)
- have strong computer literacy with good knowledge of Excel
- have efficient research skills, attention to detail
- be willing to learn
Serve the City

Organisational Profile

Serve the City partners with some amazing associations who have dedicated themselves to serving the poor and marginalized in Brussels. Throughout the year we focus on 6 areas of need and partner with local ASBL organizations who care for those groups of people. The areas are:

- Homeless: CASU, Missionaries of Charity, Nativitas, Georges Motte
- Asylum seekers: Convivial, Foyer Selah, L’Olivier, Rafael Center, GESU
- Disabled: Almagic, Handicap International, Grain de Vie
- Elderly: Cosmos, Harmonie Center, Little Sisters of the Poor
- Children: A Place to Live, Arab Evangelical Church, Caria, EPEE, Foyer des Jeunes
- Victims of abuse: Maison de la Mere et l’Enfant, Stop the Traffik, Victor du Pré

Relationship is at the heart of everything that we do at Serve the City. Along with the internship profile below, we like to help shape each internship to the individual gifts, abilities and passions of the intern.

Internship Profile

The main duties of the intern will include:

- support coordination & planning of Serve the City monthly volunteer events
- liaison to Vesalius College for volunteers
- provide event planning leadership for fundraising events
- support the communications team
- assist STC staff in ongoing needs of the organization to support follow-up from meetings, including administrative and logistics support
- participate in STC Core Team, including the weekly meeting
- participate in planning for the Big Volunteer Week—events, projects and volunteers
- lead serving projects as interested
Organisational Profile

Shurgard Europe is the largest developer, owner and operator of self-storage centres in Europe with 190 stores across seven European countries: Belgium, Denmark, France, Germany, Sweden, the Netherlands and the United Kingdom. Shurgard is one of the pioneers of the self-storage concept in Europe and has worked successfully to build customer awareness and acceptance of self-storage across Europe. Shurgard’s European network caters for more than 110,000 consumers and has 929,000 square metres of net rentable storage space. Shurgard Europe is 49% owned by Public Storage (NYSE:PSA), a U.S. Real Estate Investment Trust, the largest owner and operator of self-storage facilities in the United States. The office is located in Groot Bijgaarden (there is a daily pick up service from and to the G-B train station).

Internship Profile

The Internal Audit Department operating from the Brussels headquarters is looking for an intern. The intern will be an integral part of the Internal Audit Team for the entire duration of the internship. During the term of internship the intern will be working on corporate projects surrounding mainly IT and data analyses. The Internal Audit Department is a small yet highly regarded department within Shurgard as it has consistently been adding value to the operations and the other supporting functions within Shurgard. The small size of the Department will ensure that an intern will have a hands-on experience auditing IT and doing data analytics (Continuous Auditing).

The IT audit consists in an annual review of the business critical IT applications used within the Shurgard organization. Those IT applications are used throughout the Shurgard organizations in-store and at head office to manage the business on a daily basis. IT and IT controls are extremely important for a highly decentralized organization like Shurgard as it allows managing the business and operational risks at store level. The IT review will consist of in-depth risk analyses surrounding these IT applications followed by detailed testing of the different controls within these applications. The review will also cover the review and testing of the IT infrastructure and the data security. As the intern will be in integral part of the Internal Audit Department the intern will be actively participate in all phase of the IT review.

The data analyses work is being conducted as an integral part of the further development of the Continuous Auditing process which has been put in place a year ago by the Internal Audit Department. Continuous Auditing consists in reviewing trends in data identifying deviations of process and policies set forward by management. Expectations in trending are set during a risk analyses phase and are executed using Excel as a software tool. The intern will actively participate in the risk analyses phase, the execution of the data analyses and the reporting of the findings to management. (continued on next page)
This internship is an ideal opportunity for an intern wishing to develop a solid understanding of how a highly decentralized business is managed, controlled and organized.

In addition the intern will get the opportunity to sharpen analytical skills through the execution of the data analyses. The intern will also be able to develop competencies in writing business English as the intern will be requested to participate in the audit reports writing activity. This internship is a great first work opportunity for students wishing to start their career in realm of finance, internal/external auditing and controlling.

Intern Profile

- students in Business, Finance or Economics preferred but not mandatory, preference goes out to a hands on, practical and entrepreneurial candidate
- good verbal and written English skills
- very analytical mind with strong eye for detail
- excellent PC skills with preferably in-depth knowledge of Microsoft Excel
- affinity with technology and IT
- ability to deliver with agreed timelines by being proactive and stress resistant
- self-motivated with good organizational skills and strong interpersonal communication skills
Organisational Profile

Solar Solidarity is a non-profit association that focuses on raising awareness of the potential of renewable energies through exhibitions of solar art creations of the artist Alexandre Dang. He has founded Solar Solidarity which aims to:

- Raise awareness and promote solar energy, sustainable development, renewable energy, through art and culture.
- Support financially the solar electrification of projects in developing countries (schools, hospitals...)

Alexandre Dang is an artist committed in promoting issues linked with sustainable development, renewable energy, especially solar energy. His kinetic solar creations have toured around the world notably in France, Spain, Italy, Poland, Lebanon, USA, and China... They have been featured in major venues including the Singapore Art Museum, the Palace for Fine Arts (Bozar – Center for Fine Arts) in Brussels, the Fine Art Museum in Tournai (Belgium), the Royal Greenhouses of Brussels, the European Commission, the European Parliament, the Council of the European Union, the Belgian and European Pavilion of World Expo Shanghai 2010 and the Belgian Pavilion of World Expo Yeosu 2012 in South Korea. Website: [www.solarsolidarity.org](http://www.solarsolidarity.org)

Internship Profile

- Seeking exhibition opportunities (contacting partners, setting up application files, ensuring the follow-up...)
- Organising international art exhibitions (helping to realise the art works, organising the logistics, the transport, the assembly, the disassembly, taking pictures and filming videos...)
- Promoting and communicating (drafting press releases, contacting the press, carrying out press reviews...). See some examples of publications in the "Press" section of the site [www.alexandredang.com](http://www.alexandredang.com)
- Writing and/or translating files in different languages

Intern Profile

- We are looking for people who are remarkably well organised. It is essential to engage with huge enthusiasm in developing the aforementioned missions and projects.
- Skills in languages: Chinese, Dutch, English, German, Italian, Japanese, Portuguese, Russian and / or Spanish in particular are assets.
- Knowledge in video, photography and/or graphics... are all assets.
- Driving license and being used to drive are assets as well
Organisational Profile

We believe collaboration is key and that our services, based on both online and offline technologies, help people to improve their collaborative efforts and enhance productivity by changing the way they interact and communicate. We believe each individual can make a social impact, and we can achieve a better world through collaboration. Founded in 2003, Somos Más provides comprehensive collaboration solutions to organizations, companies and public institutions. Our headquarters are located in Bogota (Colombia), and our team in Europe is based in Madrid and Brussels.

Our mission is to generate social and economic value to networks of social initiatives. We achieve this through four main strategies:

- Mobilize civil society around social initiatives.
- Participate effectively in different nodes of social networks.
- Enhance the visibility of work and development of social initiatives networks.
- Articulate the various actors that form a social network.

We are an international team of passionate, young, determined and curious people. Our different backgrounds and experiences give us the chance to work in a fast learning environment and have a proactive entrepreneurial attitude.

Internship Profile

The intern will:

- Support Somos Más Europe’s team based in Brussels in day-to-day activities.
- Adjust and test online platforms for collaboration.
- Give personalized training in the use of online platforms for collaboration.
- Assist Somos Más Europe’s team in the organization and facilitation of workshops/events using co-creation methodologies (mainly Art of Hosting).
- Keep track of progress and results through an ad-hoc Agile methodology.
- Create and adjust multimedia content on collaboration platforms.
- Assist the team in the strategy for prospect and potential projects.

Somos Más offers:

An open, agile and collaborative environment. We believe each individual can make the difference and our team members are humble, passionate and have a deep respect for our members. We expect you to be the same. Work-life balance, with a special interest in supporting entrepreneurial ideas. Enjoy an enriching and meaningful work. (continued on next page)
Intern Profile

The successful candidate should have the following requirements

- A person who is interested in and curious about technology and social entrepreneurship.
- Someone who can learn quickly, propose solutions and test them.
- A person who is able to collaborate both in team and independently.
- A person who is able to understand the impact of the web at a fundamental level.
- A person who is quick to learn and use new online technologies.
- Languages: proficient in English. French and Spanish will be a plus.
Organisational Profile

The Conference Board is a global, independent business membership and research association working in the public interest. Our mission: to provide the world's leading organizations with the practical knowledge they need to improve their performance and better serve society. Founded in 1916, The Conference Board is an objective, independent source of economic and business knowledge with one agenda: to help our member companies understand and deal with the most critical issues of our time. We conduct research and convene business leaders in forums large and small, public and private. The Conference Board works within and across four main subject areas – Corporate Leadership; Economies, Markets & Value Creation; High-Performing Organizations; and Human Capital.

We provide:

- Objective, world-renowned economic data and analyses that help business and policy leaders make sense of their operating environments
- In-depth research and best practices concerning management, leadership, and corporate citizenship
- Public and private forums in which executives learn with and from their peers
- A platform and thought leadership for the business community worldwide.

Internship Profile

- You would be responsible to assist the members of the team to ensure a smooth delivery of our programmes to participants
- Work with the team to ensure that programme information is communicated in a timely fashion
- Develop customer service and contact strategies
- Identify topics of interest for our members
- Maintain and develop our member database
- Assist in creating the content for our emails and briefs to our members
- Work on specific projects and meeting assignments as requested
- Attend member events as requested

Intern Profile

- Excellent written and verbal communication skills, ability to communicate with senior executives, Fluent English, additional European languages a plus;
- Organized and detail oriented work style; with the ability to multi-task;
- Customer- focused approach and excellent interpersonal skills;
- Proficiency in Microsoft Office and knowledge of database management;
- Self-motivation with the ability to work with minimal supervision;
- Dynamic, initiative-taking and result-focused;
- Effective team collaboration skills, ability to travel;
- Affinity towards our company mission and interest in our knowledge areas.
Organisational Profile

The Conference Board is a global, independent business membership and research association working in the public interest. Our mission: to provide the world's leading organizations with the practical knowledge they need to improve their performance and better serve society. Founded in 1916, The Conference Board is an objective, independent source of economic and business knowledge with one agenda: to help our member companies understand and deal with the most critical issues of our time. We conduct research and convene business leaders in forums large and small, public and private. The Conference Board works within and across four main subject areas – Corporate Leadership; Economies, Markets & Value Creation; High-Performing Organizations; and Human Capital. We provide:

- Objective, world-renowned economic data and analyses that help business and policy leaders make sense of their operating environments
- In-depth research and best practices concerning management, leadership, and corporate citizenship
- Public and private forums in which executives learn with and from their peers
- A platform and thought leadership for the business community worldwide.

Internship Profile

- You would be responsible to assist the members of the team to ensure our Councils and Academies are a success and well attended.
- Working with the team to ensure that our marketing messages reach our prospective customers in a timely fashion
- Support the business development managers sourcing new contacts
- Maintain the marketing timeline document
- Maintain and develop our prospect database
- Work with the team to create email campaigns
- Assist creating the content for our emails and briefs to our potential customers
- Working on specific projects as requested
- Attending events as requested

Intern Profile

- Excellent written and verbal communication skills, ability to communicate with senior executives;
- Fluent English, additional European languages a plus;
- Organized and detail oriented work style; with the ability to multi-task;
- Customer-focused approach and excellent interpersonal skills;
- Proficiency in Microsoft Office and knowledge of database management;
- Self-motivation with the ability to work with minimal supervision;
- Dynamic, initiative-taking and result-focused;
- Effective team collaboration skills, ability to travel.
Organisational Profile

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Internship Profile

You would be responsible to assist the Regional Director’s team to ensure a smooth delivery of KPI’s to our member companies. Your tasks would be the following:

- Work with the team to ensure that Key Performance Indicator information is communicated in a timely fashion to the relevant executives at our member companies
- Develop customer service and renewal strategies with the Director Business Development Europe, Middle East and Africa (EMEA)
- Identify topics of interest for our members
- Maintain and develop our associate membership database
- Assist in creating the content for our emails and briefs to our members
- Work on specific projects and meeting assignments as requested
- Attend member events as requested

Intern Profile

- Excellent written and verbal communication skills, ability to communicate with senior executives;
- Fluent English, additional European languages a plus;
- Organized and detail oriented work style; with the ability to multi-task;
- Customer-focused approach and excellent interpersonal skills;
- Proficiency in Microsoft Office and knowledge of database management;
- Self-motivation with the ability to work with minimal supervision;
- Dynamic, initiative-taking and result-focused;
- Effective team collaboration skills, ability to travel.
Organisational Profile

Gain the experience of working with a young, dynamic and modern company in the fashion, travel and health industries, all promoting and creating opportunities to bring people and exceptional products together. The Loft Group’s purpose is to promote self-esteem, confidence, physical and mental health and ability by offering products that serve a purpose to enhance learning, personal growth, fun and laughter. With brick and mortar establishments in Belgium and abroad as well as local and international online activities, The Loft Group combines all facets of modern business undertakings and will present a fantastic challenge and learning opportunity for a dynamic and energetic internship partner.

Internship Profile

- Social Media activities: For the physical businesses as well as the online businesses, you will be responsible for creating, leading and implementing a (strategic) social media marketing plan consisting of marketing, advertising and other business development actions for various Loft Group business units. You will be invited to come up with creative & fun events, offers, ads, create ads on other social sites, write on blogs, think of cool additions to our site, among other actions – all with a view to increasing the bottom line of the various business units.

- Marketing and Sales activities: For the physical businesses as well as the online activities of the Loft Group business units, you will be responsible to drive sales by approaching target markets in Brussels, Belgium and the Benelux with creative and financially viable ways to drive business for all business units.

This is a fun job, full of creativity and independence. There will be a daily contact with business owners via various communication means (Skype, email, phone).

Intern Profile

The ideal candidate for this position is majoring in business/international/economic studies or related area. He/she has the following qualities:

- excellent structural & analytical skills
- independent, organized with good interpersonal skills
- proficient in English
- good knowledge of Microsoft office / Mac
- creative & proactive
- eagerness to work & learn
- willingness to try new things

The successful candidate at the Loft Group will know how to multi-task, working on and advancing in several or all business units at the same time and coming up with new and creative ways to make them more productive. The internship will consist of real world activities that will have a real and measurable effect on the overall bottom line of the Loft Group.
Organisational Profile

ThinkYoung is a non–profit think tank based in Brussels. ThinkYoung is the first European think tank concerned with youth, whose aim is strengthen the voice of young Europeans and lobby in their favour vis–à–vis decision–makers in Brussels. Our main activities are conducting surveys to find out the opinions of European youth, organizing and contributing to conferences, and shooting documentary films about young people's lives, in order to bring young people together to discuss and discover their opinions on various topics and to share these opinions with all generations. ThinkYoung works with a wide range of knowledge and financial partners, including universities; NGOs; private enterprises and foundations; politicians and EU institutions. Our aim is to make Brussels aware of what young people think; our vision is to make Europe think young.

Internship Profile

Responsibilities include:
• Contacting the authors and contributors to the publication and following–up their progress
• Contribute to part of the publication
• Report regularly of the evolution of the journal to the executives
• Attending relevant events and seminars
• Meeting with partners and stakeholders, presenting the advancements of the project
• Daily monitoring of media, European youth related policies and European affairs in general
• Preparing and conducting several interviews with MEPs
• Collaborating with ThinkYoung’s team for the production of the Journal
• Being part of the team, the intern might also be asked to contribute to other activities as project execution, external relations, medias, fundraising, and office tasks.
• At last, the research fellow will monitor European policies related to youth issues, and European affairs in general.

Intern Profile

The successful candidate will have the following qualities and skills:
• Bachelor degree (or equivalent professional experience) in economics, business, law, political science, European journalism or any other academic research background
• Proven experience and knowledge in research and/or editing work
• Good understanding of the EU policy–making processes
• Fast–learning self–starter comfortable in a fast–paced international environment
• Ability to work both in a team and independently (continued on next page)
(continued from previous page)

- High level of English written; knowledge of other EU languages is a plus
- Good organization, team player, excellent communication skills, sociable
- Familiar with Microsoft Office tools, Google
- Open mind and curiosity.
Organisational Profile

ThinkYoung is a non-profit think tank based in Brussels. ThinkYoung is the first European think tank concerned with youth, whose aim is to strengthen the voice of young Europeans and lobby in their favour vis-à-vis decision-makers in Brussels. Our main activities are conducting surveys to find out the opinions of European youth, organizing and contributing to conferences, and shooting documentary films about young people's lives, in order to bring young people together to discuss and discover their opinions on various topics and to share these opinions with all generations. ThinkYoung works with a wide range of knowledge and financial partners, including universities; NGOs; private enterprises and foundations; politicians and EU institutions. Our aim is to make Brussels aware of what young people think; our vision is to make Europe think young.

Internship Profile

The Project Assistant is in charge of ThinkYoung’s projects implementation, from the beginning to the end. The Project Assistant has a central position and is in interaction with every ThinkYoung department. Consequently, this position requires a high level of responsibility, a result oriented and a can do attitudes, and a flexibility to switch from one task to a completely different one. ThinkYoung’s projects are diverse in terms of topic and size. Main tasks:

- Write project proposal (timelines/ resources needed/ budget/ potential partners)
- Mobilize ThinkYoung’s resources (team and logistic) and external stakeholders for the project implementation
- Identify and get in contact with potential stakeholders that can be involved in the project (associations, companies, EU bodies); Promotional campaign (social medias; website updates; etc…)
- Organize the whole logistic part of the event
- Regular reports to the manager about the evolution of the project
- Write press releases, or other short documents related to the project
- Any kind of tasks related to the project (from very small tasks to public presentation).
- Being part of ThinkYoung’s team, the intern might also be asked to contribute to other activities as project execution, external relations, medias, fundraising, and office tasks.

Intern Profile

The successful candidate will have the following qualities and skills:

- Result oriented/ solution oriented/can do attitude, Responsible, Extrovert/Outgoing
- Good level of English, Excellent verbal & written communication skills
- Organized and self-motivated working style, pro-active attitude
- Ability to work both in a team and independently (continued on next page)
(continued from previous page)

- Good organization, team player, excellent communication skills, sociable
- Student or recent graduate of business; management; journalism; communication studies; political sciences or relevant program
- Computer literate in Microsoft Office applications (Adobe creative suite software a plus)
- Passionate about EU themes
- Prior working experience in no-profit or governing agencies a plus
- Knowledge of French and other languages a plus.
Organisational Profile

UPS (NYSE:UPS) is a global leader in logistics, offering a broad range of solutions including the transportation of packages and freight; the facilitation of international trade, and the deployment of advanced technology to more efficiently manage the world of business. Headquartered in Atlanta, USA and with the European head office located in Brussels, Belgium, UPS serves more than 220 countries and territories worldwide. The company can be found on the Web at www.ups.com and its corporate blog can be found at www.blog.ups.com.

Internship Profile

As part of the UPS Europe marketing team you will help us to remain competitive in the challenging express delivery industry. If you have good analytical skills and an interest in the CEP environment, you are the right person to support the ‘Europe Competitor Positioning’ analysis.

You will assist the team by collecting and analysing competitor rates, zones and accessorial services. You will be in touch with all the local offices in our countries across Europe.

The goal of the project will be to develop tools to apply the collected information to support ongoing business decisions. Depending on your skills and performance, there is the opportunity to take over big parts of the project on your own/ as a group of interns.

Intern Profile

The successful candidate will have the following qualities and skills:

- Self-starter with good team spirit
- Hands on mentality with the necessary analytics
- Strong communicator
- Technical skills in excel and MS access are a great plus
Organisational Profile

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Internship Profile

The intern will support the department in deploying a new B2C access channel under the UPS brand. The intern will work on different aspect of the marketing strategy:

- communications
- pricing
- product definition
- training

Intern Profile

The successful candidate will have the following qualities and skills:

- Strong analytical and conceptual skills
- Strong interpersonal and communication skills (written and oral)
- Working knowledge of all Microsoft Office products
Organisational Profile

UPS (NYSE:UPS) is a global leader in logistics, offering a broad range of solutions including the transportation of packages and freight; the facilitation of international trade, and the deployment of advanced technology to more efficiently manage the world of business. Headquartered in Atlanta, USA and with the European head office located in Brussels, Belgium, UPS serves more than 220 countries and territories worldwide. The company can be found on the Web at www.ups.com and its corporate blog can be found at www.blog.ups.com.

Internship Profile

As part of the UPS North East Europe District marketing team you will help us to remain competitive in the challenging express delivery industry. If you have good analytical skills and an interest in the CEP (Courier Express Parcel) environment, you are the right person to support the North East Europe District Marketing team.

You will assist the team by:

- Providing insight through reporting into areas that will help understanding current trends and performance related to volume and revenue, lanes, services, and customers’ behaviour
- Creating summaries of the competitive landscape and highlight areas where competitors are different than norms
- Understand the operating structure of UPS within markets and how it differs from competitive structure

You will be in touch with the local offices in our countries across Central and Eastern Europe.

The goal of the project will be to develop tools to apply the collected information to support ongoing business decisions. Depending on your skills and performance, there is the opportunity to take over big parts of the project on your own.

Intern Profile

The successful candidate will have the following qualities and skills:

- Strong working knowledge of Microsoft Excel and PowerPoint.
- Interest in business issues in general, marketing issues in specific
- Multi-tasking and flexibility
- Strong analytical and conceptual skills
- Good presentation/communication skills (oral and written)
Organisational Profile

World Natural Care (WNC) is an environmentally conscious Belgian company which specializes in plant extracts for cosmetics as well as for the nutraceutical and phytotherapeutic industries.

Today we are making significant progress in „custom-made“ extractions of various quantities which replace ingredients derived from petroleum in food supplements, cosmetics & SPA products. All WNC productions are Petroleum & Paraben-free. We only produce customized products to suit the needs of each customer under his own brand name.

WNC employs a “Value-Based” marketing and pricing system, and as such we are committed to demonstrating the uniqueness of our products and describing how they can add “value” to the consumer. Business, communication, and marketing majors may be particularly interested in learning more about “Customer-Value.”

Internship Profile

The intern will be learning about and deal with Marketing & Sales. The intern will assist WNC in the company's daily operations and could be responsible for any of the following:

- compilation and analysis of relevant data for the Marketing & Sales dept.
- update of the various tools and databases
- ad hoc support for short-term specific projects
- the promotion of the company products/services through the update or creation of leaflets
- support material for the sales agents
- research of prospects

She/he will also assist & learn on Value-based quotations & pricing. The intern may be given the opportunity to get a hands-on experience with selling on Customer-Value. The intern may also have opportunities to participate in relevant meetings with prospects/customers, on an ad-hoc basis, following the negotiations.

Intern Profile

The ideal candidate has several of the following qualities:

- preferred Communication / Business student with some knowledge of marketing and sales
- interest in Natural/Organic products issues & Environment friendly industries
- good research, communication and networking skills
- good organizational and interpersonal skills and friendly disposition

*They are looking for 2 interns to fill in this position*
Organisational Profile

Today access to ICT is a key driver for the development of any society. Improving access to information and enabling communication contributes to the elimination of poverty and disease in developing countries, as well as better education and gender equality.

Unfortunately, ICT equipment can pose a serious environmental threat when it has reached the end of its life. Most e-waste contains hazardous chemicals and materials (including lead, mercury, and cadmium) which pose a real threat to human health and the environment. As a consequence, e-waste is severely damaging to entire communities by increasing air and water pollution which can cause poisoning, miscarriage, mental retardation and even death. While much of the Western world has the necessary infrastructure and regulatory support to oversee proper management of e-waste, the developing world often lacks the necessary legislation, expertise and infrastructure.

WorldLoop is an international non-profit organisation committed to extending the positive impact of ICT projects in developing countries by offsetting the negative environmental impact of its hardware. WorldLoop helps communities in developing countries to establish efficient, environmentally friendly, self-funding facilities for e-waste collection and recycling. As well as helping to solve the environmental threat that e-waste represents, these systems stimulate the local economy by creating jobs (www.worldloop.org).

Internship Profile

We seek a motivated, self-starter who thrives in a fast-paced, dynamic environment to join our young, entrepreneurial team as an intern to assist the Project Director and Business Development/External Relations Manager with:

- WorldLoop projects
- Fundraising
- Communications & Marketing
- General Administration

Main Tasks:

- **WorldLoop Projects**
  - Translation support on contracts and proposals from English to French for project development in West Africa.
  - Assist in developing process documentation
- **Fundraising**
  - Assist in identifying potential sources of funding via corporations and foundations
  - Assist in researching and writing up project and grant proposals
- **Communication & Marketing:**
  - Support of PR/Communication activities including awareness campaigns, social media, website, newsletter, annual report, picture and movie data base updates, leaflets, events, PR, meetings…
- **Administration**
  - Assist in management of contacts database (continued on next page)
(continued from previous page)

- Assist in WorldLoop intranet management

**Intern Profile**

The ideal candidate has several of the following qualities:

- Enrolment in a degree programme with a focus on communications or business.
- English and French fluency (both written and oral)
- Excellent communication and writing skills
- An interest in business/social entrepreneurship and global development
- Detail-oriented
- Self-starter
- At ease within an informal working environment
- Ability to work independently and as part of a small team
- Excellent computer and web skills (Microsoft Office required, experience with WordPress and graphic design software a plus)