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 (cont'd on next page)
Desirable:
- second language
- knowledge of European Projects
- strong interest and knowledge of new media