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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 for credit 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 for the internship
- 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
- 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. Important 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 ECSA 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
For Study-Abroad Students

- 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.
- Students have to work a minimum of 150 hours and they will earn 6 ECTS (equivalent to 3 US credits) for a single internship.
- Interns may not receive financial remuneration for the internship.
- 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 ECSA or Jill Sander_recommendation letter.
- 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 (for the summer programme, interviews will take place via Skype).
- Prior to their interviews, students must acquire and activate a SKYPE ID 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 ECSA or Jill Sander_recommendation letter
- In one email, they have to send all these documents 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 between the candidates and 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 1.

During the Internship

- Students will be assigned an internship supervisor at the company and an internship advisor at the College.
- For the summer internship, interns are expected to work for an average of 4 days a 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, signed by the internship supervisor.
- Half way through their internship, students must arrange a meeting with their internship advisor, and complete a mid-term Self-Evaluation form.
- Interns have to keep their internship advisor and the Internship & Careers Officer aware of any problems or difficulties that arise during the internship.

After the Internship

- Students have to hand their log of hours worked 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.
Code of Conduct

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 their Skype 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
# Dates and Deadlines

<table>
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<tr>
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<td>March 20</td>
<td>Internship catalogue available online</td>
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<tr>
<td>April 10</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>
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<tr>
<td>April 30</td>
<td>Notification of interviews</td>
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<tr>
<td>End of April/ Beginning of May</td>
<td>Interviews via Skype for Study abroad students, in person for VeCo students</td>
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<tr>
<td>May 18</td>
<td>Notification of internship placements</td>
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<tr>
<td>May 26</td>
<td>First day of internships</td>
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<tr>
<td>Week 1 of classes</td>
<td>Fill out &quot;Drop/Add&quot; form to confirm you are taking the internship</td>
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<tr>
<td></td>
<td>That document is available at the Reception, you need to hand it to the Registrar</td>
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<tr>
<td></td>
<td>Contact your internship advisor</td>
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<tr>
<td>July 3</td>
<td>Last day of internships</td>
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</table>
At the conclusion of the internship, interns have to write a report of a minimum of 3000 words. The grade will be based upon the daily log of hours, the internship 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 2015) 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

Caroline Van Ongevalle  
Study Abroad Assistant  
+32 2 614 8172
cvongeva@vub.ac.be

Internship Advisors

Business:

Prof. Jean Bellemans  
belleman@bu.edu

Communications:

Prof. Claude Bernard  
claudebernard@skynet.be

International Affairs:

Prof. Michel Huysseune  
michel.huysseune@vub.ac.be
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<td>WorldLoop</td>
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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 since 2014, we are working with galleries and designers. For more information, please visit our website: http://www.accessibleartfair.com/brussels/en/upcoming-events/

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

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(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 1,350 students aged 1-18 years, representing 70 nationalities. BSB follows the structure of the British curriculum with an international dimension. For Post-16 students, we are unique in Belgium in offering A Levels, the International Baccalaureate Diploma and BTEC vocational courses.

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 Director 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.

Please include a certificate of no criminal conviction to your application
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

Please include a certificate of no criminal conviction to your application
Organisational Profile

Cisco (NASDAQ: CSCO) is the worldwide leader in IT that helps companies seize the opportunities of tomorrow by proving that amazing things can happen when you connect the previously unconnected.

At Cisco customers come first and an integral part of our DNA is creating long-lasting customer partnerships and working with them to identify their needs and provide solutions that support their success.

Cisco’s TS Commercial Solutions Group (TS-CSG) has developed and assimilated ROI (return on investment) methodologies for complex Cisco service products since 2009, under its global Cisco Services Business Case program. This program’s mission is to support service salespeople in positively influencing our customers’ value perception of Cisco Services, with the objectives of defending services revenue and driving services growth.

To achieve this, the Cisco Services Business Case program provides customer-facing data points, talking points, and ROI model walkthroughs that help our services salesforce elevate their customer conversations. This program will launch in July self-service software, entitled “CaseMaker,” to enable Cisco services salespeople to generate their own Cisco Services Business Cases. Until CaseMaker is live, Cisco Services Business Cases require some manual support.

Internship Profile

The Non-Technical Undergrad College Internship is a part-time position for the summer semester of 2015. The Intern will assist with global program communications and projects support. For learning purposes, the intern may join meetings with the program team and salesforce members to learn how our Forrester Research-certified ROI models and their resulting business cases are tuned to customer-specific negotiation scenarios. Responsibilities include:

- Learn business basics through mentorship
  - Use of Microsoft Office products for daily business (Outlook, Excel, PowerPoint)
  - Follow training modules for Cisco Basics and Business Basics
  - Communications best practices
- Assist with global program communications (guided)
  - Internal program webpage updates support
  - How-to & FAQ docs + videos + surveys creation for internal web application
  - Support with creating executive reporting dashboard content
- Assist the update of live and in-progress sales support tools
- Support the testing of live and in-progress sales support tools
- Projects Support
  - Meeting minutes, action items

(Continued on next page)
Intern Profile

The successful candidate should have the following requirements:

- Good English communication skills (written and oral)
- Microsoft Office familiarity (Excel, PowerPoint)
- Attention to and appreciation of detail
- Highly organized and disciplined, with ability to succeed in a matrixed and global environment
- Ability to follow pre-established guidelines while exercising independent, expertise-based judgement
Organisational Profile

Dunhill Financial, SPRL are international financial planners to primarily (but not exclusively) English-speaking expatriates residing in Belgium. Our advisors have a wide breadth of experience working in national, and multi-national firms, and the institutions, and enjoy working with individual clients.

Our aim is to create an environment of trust, discretion and confidence through offering personalized solutions. Through aggregated planning and collaborating (where appropriate with your accountant and attorney) we will be in a position to help with every aspect of your financial planning. Through different vehicles we can help you in all of your retirement, estate and education needs. We will select a diverse group of carefully chosen, and vigorously monitored investment managers to manage your assets rather than promoting packages of our own.

Our website: [http://www.dunhillfinancial.be/](http://www.dunhillfinancial.be/)

Internship Profile

Through close collaboration with the partners, the intern’s main responsibilities would include:

- Research and analysis of markets and funds
- Support on quarterly reviews
- Support on new business proposals
- Writing of one article to be published under intern’s name

By the end of the internship, the intern will have a good understanding of various types of savings, pensions under Belgian US and UK legislation branch, Estate planning, insurance and asset allocation.

Intern Profile

The ideal candidate should have the following qualities:

- Have an interest in economics and how it impacts individuals
- Proficient in Excel, PowerPoint and Word
- Fluent in English, (French and Flemish would be a plus)
Organiastional Profile

The European Academies Science Advisory Council, EASAC, provides a collective voice for its members, the National Science Academies of the EU member states, with its main purpose being to offer independent, expert, scientific advice to the European policy-makers. Please consult our website for further information: www.easac.eu

EASAC’s Brussels office is hosted within the Royal Academies for Science and the Arts of Belgium, beside the Royal Palace here in Brussels and is supported in its daily work by the member academies, particularly the German National Academy of Sciences Leopoldina which hosts EASAC’s Secretariat.

We are committed here at EASAC to equip interns for working in the EU affairs industry, including through experience of networking, funding applications and basic project management or conference organisation. EASAC provides a unique opportunity to work with world class scientists at the leading edge of scientific debate on some of the greatest challenges of our time, such as climate change and food security.

Internship Profile

The content and workload of EASAC’s Brussels office varies and interns are expected to turn their hand to EASAC’s immediate needs and longer term activities. Interns with EASAC therefore have to be able to work in a team, academically curious, proactive, industrious and persistent self-starters.

The Intern duties & Responsibilities will include:

- Monitoring relevant policy and regulatory initiatives at EU level
- Identifying, attending and reporting on relevant events in Brussels
- Assist in the drafting of project and other funding applications
- Conference and event organisation in Brussels, including administrative support
- Shadowing and supporting EASAC team in meeting needs of EASAC members as they arise, in particular in forward planning of networking

Intern Profile

The successful candidate should have the following requirements:

- In pursuit of a university degree
- Interest/background in science is an asset
- Some previous work experience
- Fluent in English
- Strong interpersonal skills
ECSA – European Composer & Songwriter Alliance

Organisational Profile

The European Composer and Songwriter Alliance (ECSA) is an international non-profit organization (Aisbl). 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

The European Network of National Human Rights Institutions (ENNHRI) comprises 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.

Click here to see the ENNHRI video: http://vimeo.com/90280460

Internship Profile

The intern will assist in working on the following:
- updating the ENNHRI website;
- drafting reports collating aspects of ENNHRI’s members’ work;
- collating information centrally on ENNHRI, its past work and its members;
- assisting in general research;
- preparing for a NHRI Academy;
- supporting the implementation of a project on the human rights of older persons in long term care;
- preparing for thematic project work;
- 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.

(Continued on next page)
Intern Profile

The successful student selected for this internship would ideally have:

- excellent working knowledge of English;
- some background knowledge of the human rights and political structures at a European level;
- excellent computer skills;
- experience of working with social media, website or other web based tools;
- excellent communication skills, both oral and written;
- some experience of working in an office environment;
- a personal commitment to human rights and equality; and
- interest and enthusiasm for working on human rights in Europe.

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 multilingual 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-St-Lambert (Brussels).

Internship Profile

The intern will be asked to:

- Investigate emerging marketing trends in social networks in healthcare
- Investigate crowdfunding possibilities in the healthcare sector
- Assist in writing documentation and preparing presentations

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
- Good organizational and time-management skills
Organisational Profile

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Internship Profile

The intern will be asked to:

- investigate cultural differences in business models in USA and Europe
- Investigate business models in the sharing economy in the healthcare sector
- Analyze business cases from big players in the Health2.0 field

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
- interest in health
Organisational Profile

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Internship Profile

The intern will be asked to:

- Generate templates in Excel to visualize data in an attractive and understandable way
- Perform basic statistics (comparative data analysis)

Intern Profile

The successful candidate will have the following qualities and skills:

- bachelor or master degree ongoing, preferably in engineering but not mandatory in this field.
- demonstrate effective written and oral communication skills
- planning and analytical skills
- pro-active
- interest in health and technology
esperity™ is the first multilingual 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.

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Internship Profile

The intern will be asked to:

- Analyze communication strategies from big Health2.0 players
- Write a communication strategy plan to address patients
- Assist in social media communication

Intern Profile

The successful candidate will have the following qualities and skills:

- Bachelor or master degree ongoing, preferably in marketing, business or communication but not mandatory in these fields
- Demonstrate effective written and oral communication skills
- Planning and analytical skills
- Pro-active
- Good organizational and time-management skills
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 main 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 his assistant 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. 3) There are other financial tasks more complex to achieve that depends on the intern’s abilities and interest.

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.

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Intern Profile

Ideally, the intern will have the following:

- ongoing studies in Accounting, International Relations/Development, Economics, or related field
- 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/.

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

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/.

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

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

EPA - European Projects Association 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

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 Federation of European Film Directors (FERA) is an international non-profit organization (AISBL) based in Brussels. Our network represents approximately 20,000 European film and TV directors, advocating for their creative and economic rights at EU level.

Internship Profile

FERA’s office is looking for a Communications and Administrative intern. Under the supervision of its chief executive, the intern carries out PR and administrative tasks:

- help reorganize the existing communications tools
- update regularly FERA’s website and social media profiles
- update regularly FERA’s contact database (members and external contacts – EU institutions and audiovisual stakeholders)
- draft FERA’s monthly e-newsletter
- prepare briefings on current EU policy related to the audiovisual sector
- help organizing FERA meetings in EU film festivals

Intern Profile

The candidate should have strong background in communications, social media and European affairs must be well-organized and be able to work independently.

Necessary requirements:

- Ongoing degree in communications and/or European affairs
- Excellent IT and computer skills (MS Office, Word Press website back office, social media)
- Excellent English speaking and writing skills (Good knowledge of French is a plus)
- Interest in cinema and audiovisual productions
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:

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 the European Union as a Crisis Response actor.

Interns will work on a publication together with a Senior Analyst. This semester the proposed topic includes a critical assessment on the cooperation among different International Organizations. Interns can, as well, propose their own topic. This work will be based on conference participation 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.
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 Ann-Chantal Bonte, Financial Controller.

Main Duties & Responsibilities will be:

- city ledger
- guest correspondence
- travel agencies commissions
- accounting matter
- finance
- cost control

Intern Profile

The ideal candidate should have the following qualities:

- French or English speaking
- flexible
- positive thinking
Organisational Profile

Part of the Irish hotel chain Gresham Hotels, the Gresham Belson Hotel Brussels 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.

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Internship Profile

The Intern will work in close cooperation with Vicky Martens (Sales Executive). Main duties and responsibilities will be:

- Sales administration
  (Assist in creating sales leads databases, templates, invitations, promotions, setting appointments, etc.)

- Guest correspondence
  (Confirming reservations of corporate clients, complaint handling, guest reviews, etc.)

- Long term sales projects
  (On the road visiting companies with mentor)

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

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

The Interactive Media Institute (IMI) is a non-profit association, which informs and educates the scientific community as well as policymakers, funding agents and the general public on the uses of advanced technologies such as virtual reality and telehealth to improve the quality and availability of healthcare for people around the globe. IMI organizes and sponsors national and international workshops, conferences, and continuing education courses. We also publish a magazine (Cybertherapy & Rehabilitation) as well as speciality books and articles throughout the year. IMI is active in dissemination and exploitation, research, marketing, and clinical trials and specializes in virtual reality, telehealth, videogame virtual reality and human-computer interaction research.

Internship Profile

The intern will be asked to:

- implement the content strategy
- maintain an overview of what content is posted on the organization’s websites and assist any site migrations
- update the organization’s social media platforms (Facebook, YouTube, LinkedIn and Twitter) and plan new strategies to integrate websites with social media tools
- monitor the organization’s audience and looks for and implement new strategies to maintain and grow traffic using SEO and SMO
- assist the Communications Manager in designing pages and landing pages for new channels and special events

Intern Profile

She/he has a clear understanding of the latest web trends and technologies to drive both the content and commercial propositions. The ideal candidate uses the Web everyday for work and for personal interest, knows how to use social media and how to blog and follows new web technologies developments. The successful candidate will have the following qualities:

- must possess good writing and editing skills
- attention to detail and willingness to learn
- ability to work independently and as part of a team
- good knowledge of the English language (official office language is English)
- other languages a distinct advantage (GERMAN, FLEMISH, FRENCH)
- background in Psychology or Medical Discipline a definite plus.
- must be able to research psychology and technology topics and synthesize them. Editorial skills including video/audio editing
- basic HTML Knowledge
- writing for the web (links, keywords) including knowledge of SEO basic practices
- knowledge of open source PHP system (Joomla and Wordpress)
Organisational Profile

The Interactive Media Institute (IMI) is a non-profit association, which informs and educates the scientific community as well as policymakers, funding agents and the general public on the uses of advanced technologies such as virtual reality and telehealth to improve the quality and availability of healthcare for people around the globe. IMI organizes and sponsors national and international workshops, conferences, and continuing education courses. We also publish a magazine (Cybertherapy & Rehabilitation) as well as specialty books and articles throughout the year. IMI is active in dissemination and exploitation, research, marketing, and clinical trials and specializes in virtual reality, telehealth, videogame virtual reality and human-computer interaction research.

Internship Profile

The intern will be asked to work on:

- **website**: Assist the Communications Director with researching, writing and editing website content.
- **events**: assist the Conference Coordinator with all aspects of event organization; including collecting and editing abstracts and full papers, communicating with authors, and researching qualified speakers.
- **Marketing Material**: draft text for new marketing material, fliers on publications and events, emails, texts for the website, and more.
- **Marketing Campaigns**: collaborate with Communications Director on marketing and membership.

Intern Profile

The successful candidate should have the following requirements:

- Native English Speaker or equivalent.
- Ability to multi-task
- Ability to work under tight deadlines with a “hands-on” approach
- Strong organizational skills and attention to detail
- Good investigative skills. Ability to research and synthesize large quantities of material.
- Creativity
- Ability to write on a wide variety of topics
- Ability to work independently and as a member of a team

Desirable:

- Other languages a distinct advantage (German, Flemish, French, etc.)
- Literature, communications, or business major
- Previous writing or editing experience
Organisational Profile

Founded by renowned primatologist Jane Goodall, the Jane Goodall Institute is a global nonprofit that empowers people to make a difference for all living things. Our work builds on Dr. Goodall’s scientific work and her humanitarian vision. Specifically, we seek to:

- improve global understanding and treatment of great apes through research, public education and advocacy
- contribute to the preservation of great apes and their habitats by combining conservation with education and promotion of sustainable livelihoods in local communities
- create a worldwide network of young people who have learned to care deeply for their human community, for all animals and for the environment, and who will take responsible action to care for them

Internship Profile

Possible tasks:

- Develop and assist in upcoming events/lectures/campaign
- Assist in reinforcing the Roots & Shoots programme at universities in Belgium
- Develop event/campaign guidelines
- Presentations at schools on our campaigns or leading workshops
- Supporting ongoing Public Relations/Communications efforts
- Develop communication and marketing tools and strategy
- Assist in developing fundraising campaigns
- Write articles on events and for the website
- Carrying out other administrative support tasks such as writing reports, sending emails to volunteers or partner organizations, assisting with budget, organizing meetings, etc.

Intern Profile

The successful candidate should fulfil the following requirements:

- Interest and personal commitment to the Jane Goodall Institute mission and activities
- Fluent written and spoken English, and either Dutch and/or French
- Currently studying at a university level in a relevant field (biology, environmental studies, conservation, business administration, management, international relations, communication, marketing, public relations) or related work experience equivalent
- Good IT skills (Word, Excel, PowerPoint, Wordpress)
- Knowledge of communication and media work is an asset
- The intern should be self-motivated, well-organized, problem-solver, able to multitask, be flexible and a very good communicator
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 fostering an open and free society. It 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. The Ludwig von Mises Institute - Europe primarily aims at:

- **Exchanging** and promoting a free and open economy with a particular focus on the economic ideas of the Austrian School
- **Bridging** the gap between "Brussels" and the European citizens and between Eurocrats and Eurosceptics
- **Acting** as an interface between top academics, senior officials of the European Commission and European Parliament, business leaders, respected media commentators, and leading politicians across the EU and in Brussels
- **Teaching** young professionals and students from all over the world to learn about the workings of the European Institutions
- **Connecting** world-wide liberals and liberal organizations at national and international levels.

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 duties & Responsibilities will include:

- to organize conferences and dinner debates held by LVMI Europe and participate in other important think tank's activities;
- to assist with our research projects on European politics and international relations;
- to prepare a public relations plan for LVMI Europe; to update the website.
- to establish links with the civil society, media, business, politicians, the EU institutions as well as the European Parliament that will enable LVMI-Europe to influence future policy initiatives;
- to communicate with LVMI-Europe's Patrons, Sponsors and Board of Directors;
- to get sponsorships for LVMI-Europe's debates, seminars and conferences;
- to write a monthly newsletter as well as a weekly blog based on press cuttings sent by EU press officer;

Intern Profile

The successful candidate should have the following requirements:

- university degree ongoing;
- being proactive and interested in communicating with a wide range of people;
- having a good knowledge of English and possibly French or German language.
- Having good analyzing, marketing and network skills
- possessing experience of working in an office environment;
- being an organised and independent individual
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:

- General Account Support
- 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

Management Centre Europe (MCE) and its parent company, American Management Association (AMA), are globally recognised providers of leadership development programmes for businesses and international public organisations. At the heart of MCE’s approach is collaborative learning for adults. Every workshop is situated in real life and real business problems. Participants work together interactively to find solutions they can use when they return to the workplace. In addition to more than 90 off-the-shelf training programmes, MCE consults with clients on organisational development, the implementation of strategy and change management.

Internship Profile

Purpose of the position: To support MCE Operations Teams in the provision of customized solutions to our in company clients, ensuring that our project or service is delivered according to plan and completed successfully, within given deadline & budget and with due consideration to Client’s requirements and MCE’s quality standards. The Student works directly with the dedicated Project Manager for the MCE Client group.

The intern will be working on one or two of the following functions:

1. Programme coordination

The Student will work under the supervision of the Project Manager and co-ordinate the A-Z of several client programmes. Related tasks:

- Coordinating the programme logistics from issuing contracts, booking trainers, compiling course materials, ordering of supplies, shipment of supplies to venues and processing of invoices

2. Learning Management System

The Student will become familiar with MCE’s LMS and will support the Project Manager in providing a customized LMS for our customers. The LMS is usually offered to our customers as part of a large scale and customized development programme. Related tasks:

- Come up with new ideas for the design of the customized LMS
- Create the design and send detailed design document to the providers of the LMS
- Review the developed LMS created by the LMS providers, quality check and make recommendations for improvement where needed
- Ensure the LMS is constantly improving bringing in new features as and where needed and supporting the active use of the system by the participants.
- Upload content, data, information, participant details into the LMS

(Continued on next page)
3. Business process improvements – quality management

Work with the Director of Operations on this cross functional project which is the creation of a quality manual for MCE which is the first step in the preparation phase for ISO certification. Related tasks:
- Support the Incompany Operations team in the creation of a Quality Manual for the core business processes of MCE.
- Quality Manual includes documented processes and policies and procedures
- Identify areas for improvement, make recommendations and support the implementation of corrective actions

4. Tracking of developed content

Work with the Director of Operations on this cross functional project which is the creation of a tracking system for developed content – content created for proposals, and content developed for incompany programmes. Related tasks:
- Finalise the business requirements
- Submit the approved requirement to IT (for development of the system)
- Once system has been developed by IT department, enter the data into the system, starting with Incompany proposals done in 2014, then moving to Incompany programmes developed in 2014.
- Train the internal staff in maintenance of the system

Intern Profile

Core competencies required:

- Fluency in English, excellent reading and writing skills
- Innovation and creativity
- Organisational skills
- Communication skills
- Team player
- Networking
- Flexibility
- Decisiveness
- Accountability
- Project management skills
- Process & quality management skills
- Service minded
- Actively seeks new and challenging opportunities to develop his/her own skills
Organisational Profile

Professional experience at the Permanent Mission of Honduras to the European Union is an opportunity to gain valuable practical experience in an international relations and diplomatic context. It may help you to fully develop your personal qualities.

Internship Profile

The Embassy of Honduras offers a well-developed internship in a motivating and enjoyable environment. Our staff members consider students as true colleagues. The student joins a team where he/she has different responsibilities and he / she will develop organizational skills (drafting and handling communications and classification of documentation) and practice different languages in an international setting.

This experience offers the opportunity to familiarize the interns with the world of international relations and to explore different areas such as the implementation of an association agreement between Central America and the European Union, attendance to European Parliament hearings and events and subsequent reporting to capital, scheduling political and economic meetings, researching for and preparing briefing material for meetings, uploading or posting material of interest in social media, among others.

Intern Profile

The ideal candidate has several of the following qualities:

- Excellent or very good working knowledge of two of the following languages: Spanish, English or French.
- A reliable, quick learner with ability to work independently once superiors have explained tasks, but also capable of adapting in case of change of activities and task priorities of the organization.
- Be familiar with the use of computer packages such as Microsoft Office (Word, Office, Power Point, Outlook) and the internet, managing calendars—and be familiar with Mac.

The intern is expected to:

- comply with the mutually established schedule.
- demonstrate appropriate behavior.
- comply with the instructions given by superiors.
- exercise discretion in keeping all information, including documentation that is accessible and conversations confidential.
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/have:

- 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
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 Neighboring 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:

- supporting NE’s editorial staff in all activities leading to publication;
- organizing and researching NE projects to tight deadlines;
- updating the database of external contributors
- monitoring daily news;
- proof-reading NE’s pages
- updating NE’s news portal
- obtaining rights to use materials from other publications;
- 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
- ideally majoring in communication studies/ journalism or related areas
- good knowledge of MS Office application and Internet as a research tool
- web skills are an asset
- excellent communication skills, team oriented
Organizational Profile

The New Europe Studios is the latest initiative by New Europe, the leading media group for European affairs in the capital of Europe, active since 1978 and completely independent. The idea we have materialized is the combination of a 4-camera open TV studio (HD-BQ) with a high quality bar and restaurant. This concept is unique and our open TV Studio/café is the first of its kind. The prime purpose of our studio is to contribute towards communicating Europe. In this context, besides our traditional media activities (print and digital), we are already working on a TV schedule, consisting of interviews and debates, series programs and daily news bulletins on a wide variety of subjects. Our visitors can sit in the bar or restaurant and watch us making news, such as live interviews with MEPs, officials of the European Institutions, Brussels Diplomats and visiting politicians from Member and non-Member States, broadcasting of news bulletins, analysis and debates. Our productions are broadcast online, from the end of the year we will also be broadcasting on satellite, while we already provide footage to different national TV networks.

Internship Profile

Responsibilities include:

- supporting and assisting NES production team, at times running errands for them;
- organizing and researching NES projects to tight deadlines;
- attending production meetings;
- typing, editing, copying and distributing scripts;
- preparation and execution of interviews on site;
- obtaining rights to use materials;
- attending press briefing;
- writing news and analyses to be reported on NES;
- typing and distributing schedules, or call sheets;
- on site video production shoot;
- post-productive work may include video editing / audiovisual work

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;
- ideally majoring in communication studies/ journalism/ TV production or related areas;
- good knowledge of MS Office application and Internet as a research tool;
- web skills are an asset;
- excellent communication skills, team oriented;
- knowledge of editing software is a plus; interview transcription
Organisational Profile

A global public relations leader, Porter Novelli was founded in 1972. In 90 offices in nearly 60 countries, Porter Novelli combines the power of immersion with the rigor of research to create deep human insights that enable the agency to transform the opinions, beliefs and behaviors of those who matter most to its clients. Porter Novelli is a part of Diversified Agency Services, a division of Omnicom Group Inc. For additional information, please visit www.porternovelli.com.

Internship Profile

The intern will be a team member dedicating a majority of his/her time to one client during the implementation phase of a marketing and communications strategic plan. This will be an excellent opportunity to take a hands-on approach and work on the execution of a strategy from the very beginning. The rest of the time will be dedicated to the day-to-day support of other client projects. The intern will be asked to use demonstrated tactical abilities and have excellent written and oral communication skills to contribute to our projects.

Intern responsibilities:

- Produce drafts of written materials, such as summaries, presentations, commercial proposals and other client materials
- Assess and provide recommendations for different communication tools (e.g. Website, social media platforms,)
- Participate in strategic planning sessions and execute communication tactics for clients
- Monitor, conduct research and report on project status
- Support other team members as necessary in order to complete client projects
- Use organisation, communication and representation skills for other responsibilities as assigned during the internship

Intern Profile

The successful candidate will have the following qualities and skills:

- English native
- Strong copywriting skills
- Strong research and analytical skills
- Team player but also able to work independently
- Proactive attitude, driven to provide new insights
- Responsible, well-organized with project management skills
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
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.
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 Economic Analysis department, helping to further improve and expand our current knowledge base. During the project, the intern will have the opportunity to learn about how to conduct a proficient market research focus to satisfy a specific customer need while improving his or her organizational and project management skills in an international environment. The intern will not only be part of a project, he or she will be responsible to organize his or her own work structure around well-defined objectives.

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
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 biggest event of the year, the Big Volunteer Week—a week of serving Brussels with 10 or more projects every day and hundreds of volunteers involved
- 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
- other projects to support the intern’s personal and professional goals
Organisational Profile

Shurgard Europe is the largest developer, owner and operator of self-storage centres in Europe with 197 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 and also the largest owner and operator of self-storage facilities in the United States. The head 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 internship, the intern will work on corporate projects surrounding IT and data analyses but also assist in operational audits at store level across Europe. 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.

One of the main tasks of the Internal Audit department at Shurgard is the review of operational processes and controls at store level. At least half of the stores are visited annually, covering all European districts. The store audits focus on revenue, asset management and regulatory compliance. The intern would assist the Shurgard auditors during this process and gain on hands experience regarding the different processes and procedures.

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.

(Continued on next page)
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.

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

The successful candidate should have the following requirements:

- 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

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 technologies and methodologies for collaboration 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 harness collective intelligence in social ecosystems. We achieve this through four main work areas:

- Mapping of social ecosystems
- Community management
- Effective participation
- Dissemination and visibility

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.
The Conference Board
(I) Assistant for the Executive Programmes

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.
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- 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;
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- A platform and thought leadership for the business community worldwide.

Internship Profile

- You would be responsible to assist improving on performance indicators for the European economics team.
- Work with the team to create an indicator of success by Economics product.
- Provide insights into core audience of online presentations.
- Analyze evaluations and quality of presentations.
- Work with the team to analyze downloads by key interest groups.
- Creating a database with key members by subject area.
- Working on specific ad hoc projects.

Intern Profile

- Proficiency in Microsoft Office and knowledge of database management;
- Ability to translate data into actionable results;
- Excellent written and verbal communication skills;
- 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;
- Self-motivation with the ability to work with minimal supervision;
- Dynamic, initiative-taking and result-focused;
- Effective team collaboration skills.
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 (based abroad) 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, work on and advance in several or all business units at the same time and come 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 bottomline 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
- 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 ongoing 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
- 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

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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 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
- 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

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Internship Profile

The Communications Assistant assumes a position at the forefront of ThinkYoung’s communication activities. He/She is responsible for relations with journalists and media agencies, exploring all avenues to improve the visibility of ThinkYoung in Brussels and the wider the European environment. Main tasks:

- Support the communications and media needs of ThinkYoung;
- Write press releases, articles, newsletters, brochures and content for the Web;
- Development of a media network and contact database;
- Making full use of online new media tools to further disseminate ThinkYoung’s activities;
- Promotion of conferences and events;
- Identification of suitable stories for developing into media pitches;
- Attending relevant events and seminars;
- Monitoring of the news agenda and reporting on specific coverage;
- The Media Officer is in charge of managing all the members of the writing team and the publication their articles in our media partners or through ThinkYoung's media platforms);
- When needed, manage ThinkYoung’s social media.
- Being part of the team, the intern might also be asked to contribute to other activities as project execution, external relations, Medias, fundraising...

Intern Profile

The successful candidate will have the following qualities and skills:

- Ongoing degree in journalism, communication, or any relevant field;
- Demonstrated interest in non-for profit association;
- Proven experience in writing/editing;
- Good understanding of the European policy-making processes and the media;
- Fast-learning self-starter comfortable in a fast-paced international environment;
- Ability to work both in a team and independently;
- Good knowledge of French and other EU languages is considered a plus;
- Good organization, team player, excellent communication skills, sociable;
- Familiar with Microsoft Office tools, Google, and social medias: web mastering;
- Passionate about European themes and culture; Open mind and curiosity
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](http://www.ups.com) and its corporate blog can be found at [www.blog.ups.com](http://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

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Internship Profile

As part of the UPS 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 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 on-going 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
- Attention to details
- Good presentation/communication skills (oral and written)
Organisational Profile

Victor & Julius is a Brussels based publishing & consultancy company. Through www.escritoire.be, www.belgianboutique.com and the www.belgianluxurycircle.com we get inspired by the finest people, brands and companies in Belgium and abroad.

- **About Escritoire**
  Escritoire is a brand and business development agency specialising in the upper market segment. We build strategies and commercial plans which we translate into actionable campaigns. Our agency gathers a team of senior specialists in marketing, pr, graphic design, web development, film and photography.

- **About Belgian Boutique**
  Belgian Boutique is a high-end online magazine about art, architecture, design, fashion, craftsmanship, luxury and lifestyle. Through curated articles and interviews written by renowned journalists, through original photo and videography, the platform’s ambition is to promote Belgian talent from the creative industries (inter)nationally. The Belgian Boutique e-shop will propose a refined selection of Belgian luxury gifts. Visitors will have the opportunity to shop the best of Belgium: from crafted leather belts, porcelain design object and unique hand forged carbon steel kitchen knives, to jewellery, cosmetics and cigars.

Internship Profile

We are currently looking for interns to work on:

- editing/ social media
- graphic design
- commercial tasks
- strategic marketing

Intern Profile

The successful candidate should have the following requirements:

- smart & respectful
- independant & hard working
- multilingual & open minded
- passionate
- knowledge of / feeling with the luxury market
Organisational Profile

World Natural Care (WNC) is an environmentally conscious Belgian company which specializes in plant extracts for cosmetics as well as for the pharmaceutical industry.

Today we are making significant progress in “custom-made” extractions of various quantities which replace ingredients derived from petroleum in 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
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 management team with:

- **Fundraising**
  - Assist in identifying potential sources of funding via corporations, foundations, crowdfunding platforms, etc.
  - Assist in researching and writing up project and grant proposals

- **Communication & Marketing:**
  - Support running awareness campaigns and develop a social media strategy
  - Support in updates and optimization of online presence including website
  - Research potential events and networking opportunities
  - Help manage CRM system

Intern Profile

The ideal candidate has several of the following qualities:

- Enrollment in a degree programme with a focus on communications or business.
- English required, knowledge of French and Dutch a bonus
- 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, graphic design software a plus)