Vesalius Internship Programme
Fall 2017 Catalogue
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Regulations

For Degree-Seeking Students

- They are in the second semester of their second or third year of studies
- They have a minimum GPA of 2.7
- VeCo students are allowed to complete only one internship for credit during their Bachelor programme
- VeCo students have to work a minimum of 150 hours at the internship partner and will earn 6 ECTS. During the fall, interns work at the internship partner for about 14 hours a week
- **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 maximum
- The internship application must be submitted on time (please refer to the deadlines published on the website) and sent directly to the email internships@vesalius.edu
- **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 External Relations 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
- For a single internship, students have to work a minimum of 150 hours at the internship partner and they will earn 6 ECTS (equivalent to 3 US credits), which means about **14 hours a week** during the fall semester. For a double internship, students will have to work for 280 hours at the internship partner, which is about **24 hours a week** (12 ECTS – 6 US credits).
- 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/](http://www.vesalius.edu/academics/vesalius-internship-programme/info-for-students/deadlines/)
- The resume and the cover letters must each be 1-page long maximum 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 the email internships@vesalius.edu
- **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.
- 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, most interviews will take place via Skype at the end of July/ early August
- Prior to their interviews, students must acquire and activate a SKYPE ID and add it on their internship application form
- Once students have started an internship, they may not withdraw from it except under extraordinary circumstances, and then only with permission of the External Relations 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:
  o a resume
  o a signed copy of the VIP application form
  o three cover letters (each tailored to a desired position/job description)
  o a recommendation letter from a University Professor
  o a certificate of no criminal conviction (if required and indicated in the internship description)
  o 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, applicants have to send all these documents to the email internships@vesalius.edu
• 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 together upon a work schedule

During the Internship

• Students will be assigned an internship supervisor at the company and an internship advisor at the College (a Professor)
• For the fall internship, interns are expected to work for an average of 14 hours 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 External Relations Officer / Study Abroad Office 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 advisor
• They have to write a 3000-word report on their internship experience
• They will receive a letter-grade from their internship advisor
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 Office of Vesalius College.
- 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 Office of Vesalius College.
- 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 External Relations 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 External Relations Officer/ Study Abroad Office 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>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>June 28</td>
<td>Internship catalogue available online</td>
</tr>
<tr>
<td>July 18</td>
<td>Last day to send choices, recommendation letter, internship application form, CV and cover letters to the email address <a href="mailto:internships@vesalius.edu">internships@vesalius.edu</a></td>
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<tr>
<td>End of July /early August</td>
<td>Notification of interviews (please check your emails)</td>
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<tr>
<td>End of July /early August</td>
<td>Interviews will take place mainly via Skype</td>
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<tr>
<td>End of August</td>
<td>Notification of internship placements</td>
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<tr>
<td>September 4</td>
<td>First day of internships</td>
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<tr>
<td>On the 1st week of classes</td>
<td>If you are offered an internship, please check if you have registered to the internship course (INT381G) on the online registration form. If not, you will have to fill out a &quot;Drop/Add&quot; form to confirm you are taking the internship</td>
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<tr>
<td>December 8</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. FALL 2017) 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**

To send your applications
internships@vesalius.edu

**Study Abroad Office**

Clara Cotroneo  
Study Abroad Coordinator  
+32 2 614 8167  
ccotrone@vesalius.edu

Caroline Van Ongevalle  
Study Abroad Assistant  
+32 2 614 8172  
cvongeva@vesalius.edu
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<td>World Natural Care</td>
<td>BUS: X, CMM: X</td>
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</tbody>
</table>

- Some internship profiles have specific requirements, please read carefully the full job description of the positions you are applying for.

- Please check the internship list published on our website as other internship offers may have been added since the release of the catalogue (they are marked as “NEW”):

  http://www.vesalius.edu/academics/vesalius-internship-programme/internships-on-offer/
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: https://www.accessibleartfair.com/

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
- ideally knowledge of WordPress
- hardworking
- flexibility
- online design and word press experience a plus
- other languages an asset
- own laptop
- interest in art
Organisational Profile

ACTION was started in 2011 and is a non-profit, non-governmental organisation registered in Brussels. It aims to support food security by promoting reserves of local food staples (rice, wheat, corn/maize, sorghum, millet, beans, peas, root crops etc.). They are a ready source of food that, in the event of domestic shortages and unacceptably high prices of imports, can promptly be made available to the population to prevent hunger and malnutrition.

From an economic point of view, a regional reserve, shared between a number of countries, makes more sense than each country having its own national reserve. This then raises the question: can governments manage regional reserves in an effective and efficient manner? Our belief is that these are best managed by the supranational method. If such reserves were to be set up, this would not only improve food security, it would introduce the participating countries to the supranational method of cooperation. They could then deploy it in the pursuit of other regional endeavours.

Internship Profile

The Intern’s duties & responsibilities will include:

- Understanding complicated procedures in the European Parliament and being able to badger MEPs and their assistants, fixing meetings with them and making sure they understand ACTION’s viewpoint. The same goes (to a lesser extent) for the other European institutions, particularly the European Commission.
- Helping with publicity, events, funding applications and newsletters.
- Liaising with other NGOs and with regional organisations which have representation in or near Brussels
- Conference and event organisation in Brussels, including administrative support
- Going to with the President and/or Director to meetings (e.g. in the Parliament), noting what is said and joining the discussion. This means the intern must understand what ACTION is trying to do, for instance by reading the proposal on http://www.action-for-food-reserves.org/wp-content/uploads/2017/03/The-fight-against-food-shortages.pdf

Intern Profile

The successful candidate should have the following requirements:

- A capacity to grasp the argument about food reserves and to put it across in a simple and convincing way.
- Interest/background in agricultural economics is an asset but not a necessity
- Some previous work experience is an asset but not a necessity
- Fluency in English. Language skills in French and/or Spanish are also very helpful.
- A capacity to deal with Commission officials, Parliamentary assistants and all other barriers to thought and progress in a patient and understanding manner.
Organisational Profile

ARC Europe Group is an industry reference in B2B mobility services, powered by the best-in-class automobile clubs and assistance partners. It is today the largest supplier of pan-European roadside assistance, travel and personal services in more than 40 countries. ARC Europe’s working language is English.

Internship Profile

As Business Development and Marketing intern you will work with the colleagues of the Business Development Team based in Brussels, also in coordination with the Operations and Network Department; your targets will be and not limited to the following items listed hereunder:

- Supporting the implementation of our CRM solution, designing the structure and key information required to collect;
- Feeding the B2B prospect database related to Travel Insurances (Airlines, TO, OTA’s, Brokers, etc);
- Supporting the annual market analysis report.
- Assisting in developing the digital communication strategy and social media presence.
  o Monitoring Web Traffic Growth
  o Content Marketing
    ▪ Curating contents
    ▪ Curating graphical material
- Supporting PR activities and related event co-organization with Operations & Network Department

Intern Profile

Skills requested for the job:

- Studies: University degree - Undergoing
- Excellent interpersonal skills in a multicultural environment
- High responsiveness to call to action, accurate (precise) in communication;
- Team player while being able to act independently;
- Computer literate in MS Office; Photo editing softwares, (Eg: Illustrator, photoshop, adobe after effects, picktochart, InDesign as an asset);
- Energetic, enthusiastic and resourceful
Organisational Profile

ARC Europe Group is an industry reference in B2B mobility services, powered by the best-in-class automobile clubs and assistance partners. It is today the largest supplier of pan-European roadside assistance, travel and personal services in more than 40 countries. ARC Europe’s working language is English.

Internship Profile

We are looking for an Intern to support our Operations & Network department in the organisation of our annual convention. The event will bring together 350 delegates from all over the world and take place in The Hague, NL, on 20 and 21 June 2018. The Intern will report to the International Network Manager and be based in our office (Evere, Tram station Laekerts or train station Evere). He / She will carry out a range of specific tasks related to the organisation of conference, such as but not limited to:

- Organisation and supervision of the participants’ registration process via CMS
- Communication with international partners (our service providers and network partners)
- Assistance in handling all logistical matters with respect to venue, accommodation, possible transfers, lists of participants, etc.
- Contribution to the event visibility by assisting in communication (notes, articles, flash news, etc.) as well as in the preparation of the event information material and documents, in the maintenance of the dedicated website, etc.

Intern Profile

Skills requested for the job:

- Studies: University with focus on communication and / or event management
- Good command of English (spoken and written) is mandatory, other language(s) are an asset
- Computer literate in MS Office
- Reliability, willingness to take responsibility and dedication to ensure the success of the event
- Willingness to learn and self-motivation, ability to multi-task and a proactive, self-starting ‘can do’ attitude are essential
- Excellent interpersonal contact and professional manners in multicultural environment
- Good time management and organizational skills
- Energetic, enthusiastic and resourceful
Organisational Profile

The Belgian American Educational Foundation offers study and research fellowships to Belgians and Americans to pursue their studies or post-doctoral research stay in the US or in Belgium. The deadline of application is end of October for a total of 65 Fellowships! For more information please visit the website www.baef.be

Internship Profile

The intern will work in close cooperation with Marie-Claude Hayoit, the program manager.

Main Duties & Responsibilities will be:

- promote the BAEF Fellowships to the Belgian universities more specifically at their international days and info-sessions.
- give practical advice and tips concerning the application procedure to US universities, more specifically for international students including test requirements (TOEFL-GRE/GMAT).
- check the eligibility criteria of the applicants for a BAEF Fellowship.
- follow-up the candidates’ application files, assemble their letters of reference and TOEFL and GRE/GMAT test results.
- welcoming American Fellows to Belgium.
- organizing BAEF Alumni events.
- editing newsletters.

Intern Profile

The successful candidate should have the following requirements:

- be a person of confidence and on which you can count on
- be interested in the US and Belgian higher education systems
- be fluent in English, understanding French or Dutch is an asset
- be familiar with Excel and PowerPoint and capable of updating website
Organisational Profile

The British School of Brussels (BSB) is one of Europe’s top international schools with 1,350 students aged 1-18 years representing 70 nationalities. BSB occupies a beautiful 10 hectare site surrounded by the woodlands and lakes of the Royal Museum for Central Africa. The campus is 15 km from central Brussels, with easy access by public transport.

Internship Profile

This is an exciting opportunity to learn about Marketing and Communications in a fast-paced environment. The intern will be working for the External Relations Department in the following activities:

- photograph school events and activities
- write news articles and online content
- generate ideas for social media posts (Facebook, Twitter and LinkedIn)
- create flyers, programmes and posters
- assist with marketing tasks related to events and alumni outreach
- help produce newsletters
- assist in maintaining our media database of photographs, videos, publications
- help monitor website and social media analytics
- general support to the External Relations Director and Digital Marketing Specialist (interviewing students or staff for articles, updating online directories etc.)

Intern Profile

- eager to gain hands-on experience in Communications and/or Marketing
- excellent written and spoken English (other languages an asset)
- creative thinker
- excellent proofreading, research and communication skills
- an interest in online engagement and outreach
- an ability to organise, prioritise and manage several concurrent tasks
- a high degree of attention to details and deadlines
- good IT skills
- an interest in photography is an asset but not essential

This internship will require you to include a certificate of no criminal conviction in your application
**Organisational Profile**

The British School of Brussels (BSB) is one of Europe’s top international schools with 1,350 students aged 1-18 years representing 70 nationalities. BSB occupies a beautiful 10 hectare site surrounded by the woodlands and lakes of the Royal Museum for Central Africa. The campus is 15 km from central Brussels, with easy access by public transport.

**Internship Profile**

This is an exciting opportunity to learn about Events and Alumni Relations in a fast-paced environment. The intern will be working for the External Relations Department in the following activities:

- assist with event preparation logistics
- assist with marketing tasks related to events and alumni outreach
- write events & alumni related news articles and online content
- generate ideas for alumni targeted social media posts (Facebook, Alumni platform and LinkedIn)
- create flyers, programmes and posters
- assist with marketing tasks related to events and alumni outreach
- help produce alumni newsletters
- assist in maintaining our media archive of photographs, videos, publications
- help monitor alumni website and social media analytics
- general support to the Alumni Relations and Events Coordinator

**Intern Profile**

- eager to gain hands-on experience in Events and Communications
- excellent written and spoken English (other languages an asset)
- creative thinker
- excellent proofreading, research and communication skills
- an interest in online engagement and outreach
- an ability to organise, prioritise and manage several concurrent tasks
- a high degree of attention to details and deadlines
- good IT skills
- an interest in videography is an asset but not essential

This internship will require you to include a certificate of no criminal conviction in your application
Organisational Profile

Editions Caramel is specialised in the creation, the realization and the printing of children’s picture books, our books, accessible to all, target more specially children from 2 to 14 years old. These books are sold to publishers, worldwide (Belgium is less than 5 % of our turnover). We are definitely in the world top 10 in this field. Editions Caramel is a SME, with a staff of 7 people, helped by more than 50 freelancers.

More information on what we do is available here: [www.caramel.eu](http://www.caramel.eu)

Internship Profile

We are looking for dynamic people who take initiative, can assist the 2 managers (owners) and can help developing new ideas.

As a ‘Sales and communication assistant’ you will be responsible for developing B2B communication tools. As our assistant you will work in a small and dynamic team. You will have the opportunity to work on different stages of our product development process: from the creation to selling the books worldwide, coming up with new ideas for clients, listening to our clients, getting their feedback to feed the staff of the next directions to take. Because the world has become so global, there are many opportunities for you to make a difference and help us grow our business.

By the end of the internship you will have a firm understanding of the sales process, the editorial process and social media management. This internship will require some creativity: our product is fun and original and our business is still continuously evolving, so there is a lot of room to take initiative.

Intern Profile

The successful candidate should have the following requirements:

- You have strong people skills, a proactive attitude and are open minded.
- You have an interest in marketing and communication, or in business development
- You can write fluently in English, Dutch and/or French is a plus
Organisational Profile

Editions Caramel is specialised in the creation, the realization and the printing of children's picture books, our books, accessible to all, target more specially children from 2 to 14 years old. These books are sold to publishers, worldwide (Belgium is less than 5% of our turnover). We are definitely in the world top 10 in this field. Editions Caramel is a SME, with a staff of 7 people, helped by more than 50 freelancers.

More information on what we do is available here: www.caramel.eu

Internship Profile

We are looking for dynamic people who take initiative, can assist the 2 managers (owners) and can help developing new ideas.

The world is changing fast. Caramel needs to be quite proactive, and move fast. It includes the way the company and the finances are managed, looking for potential alliances with other partners, business development as well as the day-to-day business in small companies where the intern will have the chance to do about everything the managers are doing. A unique opportunity.

Intern Profile

The successful candidate should have the following requirements:

- You have strong people skills, a proactive attitude and are open minded.
- You have an interest in marketing and communication, or in business development
- You can write fluently in English, Dutch and/or French is a plus
Organisational Profile

CEPI is the pan-European association representing the forest fibre and paper industry.

Through its 18 national associations CEPI gathers over 500 companies operating 940 paper mills across Europe producing paper, cardboard, tissue, pulp & other bio-based products. CEPI represents 23% of world production, €75 billion of annual turnover to the European economy and directly employs over 180,000 people.

CEPI currently has 18 staff members and covers a variety of topics from environment, energy, recycling, forestry, the bioeconomy up to trade issues.

This internship will allow you to gain experience in all areas of communication with a focus on event management and use of social media. We operate in an environment where creative ideas are encouraged and where your voice is heard! For more information, visit www.cepi.org or follow us on Twitter @CEPI_Paper.

Internship Profile

The trainee will assist in the following areas:

- Organisation of our annual event European Paper Week which will take place on 28-30 November 2017, including setting up an exhibition and on-site support, use of social media, liaising with suppliers including graphic designers and others. More at www.cepi.org/epw
- Implementation of CEPI’s annual communication strategy

Intern Profile

We need someone with:

- fluency in English, knowledge of French is an asset
- attention to detail
- organisational skills
- excellent writing skills
- a good understanding of social media at events
- familiarity with using and editing video would be an asset
- a basic understanding of EU media landscape who enjoys logistical challenges and can handle pressure well.

You should be skilled at handling multiple projects with input from a range of stakeholders and be comfortable asking questions and working with data as well as text. We are looking for a team player, who supports assistants where necessary and is offering a helping hand where needed. You should not be afraid to take on responsibility for projects.

Double internship option preferred (280 hours of internship – 12 ECTS)
Organisational Profile

Clear Europe is a communication training company that also organises educational visits and provides writing and editing services in Brussels. With clients ranging from the European Institutions to corporate companies and NGOs, the company offers more than 17 different courses (public speaking, shooting and editing, crafting digital strategies, etc.)

Why would you want to work for us?

- You get to learn about journalism, communication, business and politics from a ‘Brussels veteran’ with 25 years’ experience
- Working for a start-up, you get to shape a young but growing company

Internship Profile

Interns are expected to support the Director produce presentations, update the website and social media, promote training sessions, research, write and edit copy for clients and attend events and conferences in Brussels.

Intern Profile

Ideally we are looking for an intern with the following skills:

- Native or near native English
- Other languages – particularly French – a plus
- Strong technical skills – especially social media
- Communications/marketing experience
- Business nous and willingness to talk numbers
- Photography/camera skills
- Interested in politics & knowledge of EU
- Good writer/wannabe journalist
- Ability to work independently
Organisational Profile

Close the Gap is an ICT (information communication technology) for development not-for-profit based in Brussels Belgium, active in more than 50 countries around the world bridging the digital divide. Together with its sister organisation WorldLoop, we engage with social entrepreneurs, students, change agents and some of the world’s biggest companies working to sustainably empower communities in developing countries through ICT.

Internship Profile

Are you a good story teller? Do your friends look to you on Facebook and Twitter for the latest trends, ideas, and online memes? Can you reflect these skills to manage social media outreach for a non-profit organisation? Are you passionately interested in the topics of sustainability, development, CSR, environment and circular economy?

We have a fast paced work environment and seek talented employees who crave learning new skills and aren’t afraid to tackle big projects. As an intern you will get to work with every level of the organisation, while working on real projects that will help us achieve our mission to sustainably bridge the digital divide.

Our ideal candidate is someone who walks into a room of people and can’t leave without making a few friends. Someone who is crazy about social media and is creative and thoughtful when interacting with online communities and building relationships.

What You Will Learn:

1. Together with the Communications team, create and implement long term social media plan and marketing calendar to grow Close the Gap and WorldLoop’s online social networks and visibility.
2. Relationship building with Close the Gap’s online community by updating, maintaining and responding to Facebook, Twitter, LinkedIn, and other media accounts to bring value to those user’s interactions with Close the Gap and WorldLoop.
3. How to track social media analytics using Google Analytics and other software, and report results and new ideas to the entire team.
4. Work with the team to research articles, stories and resources relevant to our stakeholders, and create compelling content that will be shared by influencers.
5. Creative feedback and viral loops between our Facebook Page, twitter, LinkedIn, website and blog accounts.
6. Assist Communications team in building and presenting social media strategy.
7. Working with Close the Gap and WorldLoop’s various partners and expanding your network and communication skills.

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Intern Profile

The ideal candidate has several of the following qualities:

- Background in Commercial Engineering, Business, Marketing, Communication, non-profit management or other related discipline.
- Creative self-starter who is comfortable with both multi-tasking and taking initiative. You are also comfortable with working independently as well as in collaboration team.
- Detail oriented with strong written and verbal communication skills (in English).
- Experience with website CMS (WordPress) Microsoft applications, CRM database, basic photo-editing software, and internet browsers. Experience with Photoshop, InDesign, infographics or video editing tools a plus.
- Familiarity and facility with mainstream social media platforms, including but not limited to Facebook, Twitter, LinkedIn, and Google+.
- Interested in sustainability, partnerships, ICT for development and community development.
- Fluency in English required. French and/or Dutch a bonus.

This internship is only available for students taking the double internship option (280 hours of internship – 12 ECTS).
Organisational Profile

COGEN Europe is Europe’s umbrella organisation representing the interests of the cogeneration industry, users of the technology and promoting its benefits in the EU and the wider Europe. The association is backed by the key players in the industry including gas and electricity companies, ESCOs, equipment suppliers, consultancies, national promotion organisations, financial and other service companies. More information on [www.cogeneurope.eu](http://www.cogeneurope.eu).

COGEN Europe is involved in a wide range of activities, including:

- Representing the interests of Members and of the cogeneration sector as a whole before the EU Institutions and other relevant organisations and institutions
- Organising events such as the COGEN Europe Annual Conference and the COGEN Europe Recognition Awards ceremony
- Coordinating CHP experts work through technical Working Groups
- Producing statistics and other publications on the cogeneration sector
- Participating to relevant projects co-funded by the European Union

The COGEN Europe network covers the wider Europe as well as Japan, Australia and the United States. We currently represent over 50 companies directly, and many more indirectly - through our 14 national cogeneration associations. Membership is open to any organisations involved in cogeneration that wish to have a say in the EU policy debate.

Internship Profile

COGEN Europe is looking for an intern to support its team with all the association’s activities. This includes providing support in the following tasks:

- Coordinating the activities of the different COGEN Europe Members’ Working Groups (Greenhouse Gases, Energy Policy and Environmental Emissions etc.)
- Monitoring policy files that include renewable energy, ETS, effort sharing, industrial emissions, competition policy, energy from waste etc.
- Supporting the project team with the ongoing projects managed by COGEN Europe (ene.field and PACE)
- Drafting reports, newsletters, speaking points, briefing/background notes and position papers
- Contributing to the planning and organisation of external events
- Performing administrative tasks as required

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Intern Profile

Main skills and requirements requested for the internship:

- Study one of the following fields: environmental studies, political and administrative studies, economics, law, European and/or international relations
- Good command of English, both orally and in writing, and in another EU language
- General knowledge and interest in EU decision-making process and more generally in subjects relating the European integration process
- Reporting, writing and presentation skills are an asset
- Ability to work and communicate in a multinational team and to prioritise tasks
- Ability to handle stress, plan and meet deadlines
Organisational Profile

Co-mana is a communications agency that provides creative and operational support for corporations and trade associations to achieve their internal and external communication objectives. Our core areas of expertise are event management, graphic design and video production. The internship will take place within the video production department.

This is genuinely an opportunity for a hands-on experience in strategic communications, storytelling and project management. There are both creative and managerial skills to be learned. A passing interest in video/photography is a plus.

For more information, visit www.co-mana.com

Internship Profile

The Intern duties & Responsibilities will include:

- Managing the Vimeo channel (video portfolio)
- Writing/Proofreading video scripts (in English)
- Proofreading other docs for other departments (in English)
- Screening footage from conferences, video interviews for editing
- First introduction to client projects (follow-up on corrections)
- Market research
- Website and Community Management
- Creative input

Intern Profile

The successful candidate should have the following skills:

- Excellent writing skills in English (ability to proofread subtitles for instance)
- Positive attitude and willingness to learn
- Highly-organized and accurate
- Able to switch between tasks and manage deadlines
- Strong research and analytical skills
- Basic project management skills (follow-up on corrections to client projects)
- Knowledge of Microsoft Office suite is compulsory
- Familiarity with OS X
Organisational Profile

The Digital Leadership Institute is a recognised world leader in promoting greater participation of girls and women in strategic, innovative ESTEAM (entrepreneurship, science, technology, engineering, arts and mathematics) sectors, through four areas of activity:

- **Education and Skills Development**: Providing young and career-age women leadership, business, personal and professional development as well as ESTEAM skills through direct access to experts and tools that encourage them toward entrepreneurship and leadership in ESTEAM studies and careers.

- **Innovation and Entrepreneurship Support**: Cultivating an environment for generating the seeds of future enterprise in cutting edge ESTEAM fields for girls and women. Delivering digital, business and leadership expertise, tools, and access for girls and women to bring new discoveries and business seeds to market.

- **Advocacy and Awareness Building**: Promoting grassroots initiatives to create interest in and to skill girls and women in ESTEAM, coupled with top-down advocacy to create conditions for increasing participation of girls and women and fostering female entrepreneurship and leadership in ESTEAM sectors.

- **Research and Consultancy**: Increasing knowledge, fostering better understanding of the challenges, and promoting and implementing solutions to address the underrepresentation of girls and women in ESTEAM sectors and leadership. Engaging in research actions and consulting services for individuals and organisations looking to benefit from our knowledge and expertise.

The following are DLI led initiatives: AdaAwards.com /g-Hive.org / inQube/ DigitalMuse.org / Women2020.org

Internship Profile

The Intern duties & Responsibilities will include:

- Support in the organisation of events and workshops
- Assist in updating the initiatives’ websites and social media pages, by also monitoring the news on a regular basis on the ongoing thematic and collect information for the websites and the newsletters
- Assist in updating mailing list of sponsors and partners’ contacts
- Contact media and journalists to distribute communication material
- Draft press releases, articles and news
- Support in preparing adequate communication materials and help with a broad range of communications tasks supporting the work of the DLI staff
- Assisting in advocacy and fund raising

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- Assist in expanding institute's value offering into other countries and markets through local partnerships
- Assist in daily activities of the institute
- Attend meetings and conferences in the sector
- Assist in researching and drafting new project proposals for the FP7

Intern Profile

The successful candidate should have the following requirements:

- Passion and interest in the DLII mission and initiatives
- Academic degree in marketing, communication, finance or business management, international development (completed or in the process of completion), including law, and/or equivalent combination of education and experience
- Excellent command of English, oral and written; other languages are a plus (French and Dutch)
- Reliability, results-driven approach, independence and commitment to our mission
- Previous experience with duties described above a strong plus
- Contacts, experience, or knowledge of gender equality issues, fund raising and European institutions functioning (a plus)
Organisational Profile

The European Citizen Action Service (ECAS) is an international, Brussels-based non-profit organisation with a pan-European membership and 26 years of experience. ECAS empowers citizens to exercise their rights and promotes open and inclusive decision-making through the provision of high quality advice, research and advocacy, as well as capacity-building for civil society organisations.

More on www.ecas.org

Internship Profile

The Intern duties & Responsibilities will include:

• Assisting the project management in the operation of the project;
• General support of the EU Rights Clinic
• Monitoring of EU law and court developments;
• Legal research and preparation of background material for webcasts regarding EU rights;
• Support to organise the annual training seminar for legal experts;
• Support on other ECAS projects (Citizens rights, free movement etc.)
• Administrative support

The legal trainee will be based in Brussels.

Intern Profile

The successful candidate should have the following requirements:

• Student of law, with knowledge of EU law particularly in the area of the Internal Market and Free movement of persons
• Ability to work with quantitative data
• Ability to write fluently in English
• Good computer skills (including ideally MS Office)
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 Manager 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

Professional experience at the Embassy of Honduras to is an opportunity to gain valuable practical experience in bilateral / multilateral relations and diplomatic context. The Embassy of Honduras is the diplomatic representation of Honduras for the Benelux, Nordic and Baltic countries, the Republic of Kosovo, as well as the EU Institutions. It may help you to fully develop your personal qualities.

Internship Profile

The Embassy of Honduras offers 3 well-developed internships in a motivating and enjoyable environment. We are looking for 2 interns who would work on the bilateral relations and 1 intern who would work on the multilateral relations.

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 bilateral relations and to explore different areas such as the scheduling of political and economic meetings; the creation, negotiation, and implementation of bilateral agreements; drafting and handling diplomatic communication; researching for and preparing briefing material for meetings or official trips, 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, French or Dutch.
- 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

The European Network of Environmental Professionals (ENEP) represents 22 national associations in 11 countries bringing together over 45,000 professionals from the public, private and voluntary sectors across Europe who provide advice and expertise in the field of environmental protection and energy efficiency advice all over Europe. ENEP seeks to work with national federations to promote the role of environmental professionals, increase recognition of professional qualifications, collaborate and increase profile with the EU institutions through key initiatives like Green Week 2017 and EUSEW 2017, disseminate information and facilitate working groups on key European environmental issues. Read more: http://www.efaep.org/

Internship Profile

The Intern duties & responsibilities will include:

To assist the ENEP Project officer & coordinator to work on European issues of priority for European environmental professionals. The placement opportunity will involve you participating in seminars and conferences in Brussels, organising and supporting ENEP events, preparing and representing ENEP in Brussels events and supporting the communications work by editing articles for the website and general liaison with members.

The graduate will gain valuable work experience at the heart of the European Union and benefit from mentoring support throughout from the Project & Coordination officer. Individual linguistic and cultural skills will be developed by working at ENEP, a pan-European organisation, and by spending time in our shared office facilities based in the Hive in Mundo B – the Brussels sustainable house for environmental associations. Specific tasks include:

- Researching and writing articles;
- Event coordination and preparation for the April 2017 General Assembly in Cardiff UK;
- Updating website and contributing to ENEP’s profile on social networks;
- Supporting the coordination of 3 thematic task forces on energy efficiency, water and circular economy;
- Providing input to marketing and communications materials
- Working with National Federations including new members in the Republic of Serbia and Greece.

Intern Profile

The successful candidate should be:

- Studying to University level
- Be confident and outgoing
- Have good language skills
- Have an interest in online working and networking
Organisational Profile

The EU Rights Clinic is a law clinic, established in partnership between the University of Kent in Brussels, Vesalius College and the European Citizen Action Service (ECAS). The mission of the EU Rights Clinic is to help EU citizens and their family members to enforce their European rights. This assistance is provided by students enrolled on the EU Migration Law or EU Advocacy courses at the University of Kent in Brussels, as well as students enrolled in the BA in International and European Law at Vesalius College.

Internship Profile

The students work in partnership with other volunteers from different backgrounds from around Europe and beyond. PhD students, qualified lawyers and citizens’ rights advisers all volunteer to support the work of the EU Rights Clinic.

The EU Rights Clinic is currently welcoming applications from students enrolled at Vesalius College who wish to undertake an internship with the Clinic. You will contribute by working on the clinic’s cases in the area of the free movement of persons. You will be assigned a variety of tasks including taking minutes of client meetings, drafting correspondence with the national immigration authorities, and engaging in legal research - be it EU law or national law - for the purposes of assisting on real-life cases and appeals. You may be asked to help develop and deliver “street law” legal education for migrants. If you have specific language skills, you will also get involved in translating correspondence and legal materials. There is also an opportunity for you to attend a dedicated weekly Helpdesk for EU citizens facing expulsion from Belgium. You will also have a chance to attend meetings at the EU institutions.

The EU Rights Clinic’s educational aim is to provide students with an opportunity to broaden their education by experiencing law in action. The internship is intended to expose students to the practical functioning of the EU rules on the free movement of persons including visas, residence formalities, nationality, social security and equality of treatment. The internship lasts from October to May. All participating students are required to become members of the Clinic and sign a confidentiality undertaking.

Intern Profile

The successful candidates should have the following requirements:

- The ability to work as part of a team without direct supervision and under tight deadlines.
- A strong interest in migration issues.
- Demonstrated knowledge of one or more languages besides English.

Specific requirements for this position:

- This internship runs from October 2017 to May 2018 (the 150 hours will be spread on 2 semesters), working hours will have to be discussed with the internship supervisor directly at the interview.
- This internship is exclusively available for students enrolled on the BA in International & European Law.
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 increase farmers’ capacity to sustainably grow quality crops matched to commercial needs of the industry and in doing so, increase food security, develop the private sector and improve the livelihoods of rural communities. Africa’s food market value is set to triple to 1 trillion dollars by 2030 provided governments and private sector collaborate effectively. EUCORD exists to make this happen and create economic opportunities for all Africans, most of which depend directly or indirectly on agriculture. More information can be found on EUCORD’s website at www.eucord.org.

Internship Profile

The Communications Intern will help to update EUCORD’s public relations tools. He/she will be in charge of managing the EUCORD website and its content using WordPress. In addition, the Communications Intern will work with project field staff to collect lessons learned and best practices from all projects and assist with the writing of success stories and social media content. Also, the Communications Intern will assist with research and the preparation of proposals for major international donors such as the European Commission or USAID.

The selected intern will work in a flexible and friendly environment and will be given independence in handling tasks and planning. He/she will benefit from the support and guidance of EUCORD staff with extensive experience in the international development sector.

Main responsibilities include, but are not limited to:

1. Managing the EUCORD WordPress website. It is currently being redesigned and the intern will be in charge of developing relevant content for its audiences, supported by the EUCORD team.
2. Develop a social media strategy (identify audiences, objectives etc.) And produce content for it
3. Organize, update, and manage the EUCORD photo database
4. Help to archive and create project annual reports and other key documents
5. Write and prepare content for the electronic newsletter, project fact sheets, and project success stories in close liaison with project coordinators located internationally
6. Update and manage EUCORD’s contacts list to be used for newsletters and other communications
7. Maintain EUCORD’s lessons learned and best practices database
8. Assist with research and the writing or editing of capabilities sections, past performance references, personnel sections, CVs and other proposal-related tasks
9. Assist with any other tasks that come up during the internship

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Intern Profile

Ideally, the intern will have the following:

• This position does not require any work experience, but experience as a volunteer in the field of international development would be desirable
• Excellent writing and presentation skills
• Ability to meet goals with minimal supervision
• Proven ability to meet deadlines and operate effectively in a deadline-driven environment with multiple concurrent projects
• Proven ability to work as a part of a team and interact effectively across distances and cultures
• In-depth knowledge and experience with Microsoft office suite is highly desirable
• Experience with web design or web site management is essential, WordPress a plus
• English reading and writing skills are required; French is desirable
Organisational Profile

Reporting on the European Union since 2000, EUobserver is an indispensable news source for anyone who wants to know what is going on in the EU. We publish daily news reports from Brussels and the EU’s 28 member states. Reaching over 60,000 people every day and over 285,000 people every month, we are one of the most widely read EU news publications.

In a 2016 media survey, we were ranked the second most important news source for EU journalists, just behind the Financial Times. We are a regularly followed and cited source by other news media.

We offer an opportunity for interns to become part of an international sales and marketing team based in Brussels. Interns will have the opportunity to interact with EU trade associations, NGOs, businesses, universities, political groups, and learn about sales and marketing within the media landscape.

Internship Profile

The Marketing & Sales intern will support the sales and marketing team and engage in business development-related activities. S/he will be involved in the following tasks:

- Research for new markets
- Lead generation for prospective advertising and subscriptions clients
- Data entry and management of sales database
- Maintain sales reports
- Help generate mass sales campaigns
- Attend events, conferences and meetings, representing EUobserver, to gain first-hand networking and client relationship development experience
- Perform administrative duties

Intern Profile

Interested candidates should have the following requirements:

- Academic background in EU affairs, business, administration, marketing, communications, politics or journalism
- Hard working, willing to learn and develop
- Excellent verbal and written communication skills
- Basic knowledge of EU affairs
- Detail- and accuracy-oriented
- Perfect English and proficient in one or more other EU languages
**Organisational Profile**

EURACTIV is the leading EU policy media present in 12 EU capitals, publishes free EU news and facilitates EU policy debates for policy professionals in 12 languages. With 2.3 million page views and 783,986 unique visitors per month, EurActiv is the leading online media on EU affairs. The media gathers approx. 100 people including franchise partners and has four main sources of income: Sponsorship, Communication Package Memberships, Advertising and Public contracts.

**Internship Profile**

Main responsibilities:

- Help with developing business presentations and communication deliverables (transform ideas into innovative and impactful graphics that communicate ideas that inspire, inform and capture the attention of customers)
- Creation of all marketing materials
- Design and update commercial team’s reporting documents, power point presentation and ensure that they are in line with the general visual identity
- Be the point of contact for the sales team in terms of reporting on the impact of EURACTIV’s social media reach
- Ensure that clients deliverables are met in terms of social media reach and events communications
- Work closely with the events managers to communicate on our events via social media platforms (before, during and after) and increase engagement of participants
- Work closely with the commercial team to communicate around client events

**Intern Profile**

The successful candidate should have the following requirements:

- Creative & proactive
- Eye for details
- A taste for design and marketing trends & strong interest in digital marketing
- Knowledge of social language and social media advertising platforms
- Comfortable with social media and its impact analysis
- Ability to write content for a variety of audiences, including professional business content and social content
- Understanding of the EU institutions and European policy is a plus
- Excellent verbal, written and communicative skills in English (French is a plus)
- Good software skills (Power Point and Photoshop proficiency is a plus)
- The intern should ideally know his/her way around social media tools like Tweetdeck, Audiense and Visibrain
EUREGHA
The European Regional and Local Health Authorities

Organisational Profile

EUREGHA is a Brussels-based network of experts from regional and local health authorities from across Europe. We are the only European network that represents regional and local health authorities as a priority, and our mission is to bring regional and local health authorities as a means to improve health policy in Europe. We establish and promote collaboration between our members, the institutions of the European Union and with pan-European health networks and organisations working with public health and health care.

EUREGHA is the network of reference for regional and local authorities in health related issues and offers a wide range of services and opportunities of cooperation.

Internship Profile

The intern will work closely with the Operations Manager in the daily coordination of the network’s activities, including EUREGHA’s participation in European projects, the organisation of events, management of website and social media and monitoring of EU health policy. During the internship, the intern will acquire knowledge of EU health policy; develop the ability to work in a team with other professionals as well as developing an understanding of the functioning of the European institutions and their interaction with various stakeholders in Brussels. The Intern duties & Responsibilities will include:

- Assisting in event organisation;
- Participating and reporting from health-related events and conferences on behalf of EUREGHA;
- Assisting in drafting the EUREGHA newsletter;
- Writing articles and reports for the EUREGHA website;
- All other tasks related to assisting the Operations Manager in managing the EUREGHA Secretariat and network activities

Intern Profile

The successful candidate should have the following requirements:

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

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, and the offices are located near Schuman metro in Brussels. More information can be found on 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
• Helping with copywriting, social media content
• Research in databases and online

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)
European Disability Forum (EDF)
Communications internship

Organisational Profile

The European Disability Forum (EDF) is a Brussels-based independent European NGO that represents the interests of 80 million persons with disabilities in Europe. Around 100 national and European organisations of and for persons with disabilities are members of EDF. Our motto is ‘Nothing about us without us’ meaning that persons with disabilities should be included in all decisions concerning their lives. EDF’s values are built on the principles of the United Nations Convention on the Rights of Persons with Disabilities that the European Union has ratified. We fight for more inclusion, equality, participation and accessibility of persons with disabilities in society. Find out more at www.edf-feph.org

Internship Profile

We are looking for an intern to support our daily work in communications. The main responsibilities of the intern will be to contribute to all or some of the following activities, based on her/his skills and interests:

- enhancing EDF presence on social media
- updating EDF’s website
- drafting web articles and media releases
- preparation of EDF newsletters
- preparation of EDF publications
- enhancing contacts with media
- producing and editing photos and videos
- assisting in the creation and promotion of communication tools and activities related to EDF 20th anniversary campaign in 2017
- proactively exploring and presenting new ideas and tools to improve EDF communication.

The intern will report to EDF Communication’s officer. Students with disabilities are strongly encouraged to apply!

Intern Profile

The successful candidate should have the following requirements:

Necessary:

- Background in Communications / Media / Journalism / Design or other relevant field
- Fluency in English - any other language is an asset
- Very good writing skills in English

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- Good knowledge of and experience with social media and especially Facebook and Twitter
- Interest in human rights, disability rights and EU affairs
- Desire to work in a multi-cultural team
- Ability to be proactive and to work both independently and as part of a team
- Attention to detail

Desirable:

- Experience in website management
- Knowledge of photoshop, indesign, canva or any other design tools
- Knowledge of photo and video shooting or/and editing
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 Commission for Educational Exchange between the United States of America, Belgium and Luxembourg both administers the Fulbright Program and provides academic advising as part of the EducationUSA network. Fulbright grants are available to citizens of Belgium and Luxembourg for graduate study, pre-doctoral research, and post-doctoral research or university lecturing in the United States; similarly, grants are also available for Americans to come to Belgium and Luxembourg. In addition, the Fulbright Commission provides information about studying in the U.S. to students in Belgium through its website, advising center, and outreach events.

Internship Profile

The Intern will work in close cooperation with the Executive Director, Ms. Erica Lutes, and the small Commission staff. Main duties and responsibilities may include:

- operating the EducationUSA Advising Center
- managing and updating Fulbright Commission’s online presence, including website, blog posts, and social media resources (Facebook, Twitter, YouTube, etc.)
- updating Fulbright Commission archives and statistics
- organizing and delivering presentations on topics related to EducationUSA (e.g., U.S. education system) to students at Belgian secondary schools and universities
- managing logistics for – and attending! – Fulbright Commission events (e.g., Brussels College Night, FAAB alumni events, annual receptions at U.S. Ambassador’s Residence)

In addition to attending occasional Fulbright Commission events, the intern will also have the opportunity to travel around Belgium for EducationUSA outreach and become acquainted with the different educational institutions in the country. To learn more about the internship experience at Fulbright, visit www.fulbright.be/about-us/internships-at-fulbright-belgium.

Intern Profile

The successful candidate should meet the following requirements:

- experience applying to U.S. institutions at the undergraduate or graduate level
- willingness to help Belgian students understand the U.S. education system
- interest in working for an NGO, running a small business, and/or international diplomacy

Additionally, preference will be given to candidates who:

- have basic knowledge of one of the official languages in Belgium
- have experience with Microsoft Office, Google Drive, and social media platforms
- are comfortable/experienced giving presentations to medium- to large-sized audiences
- have experience in a high-paced work environment and/or small office
- are able to work independently and solve problems as they arise
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 Crisis Management and the UN Peacekeeping.

Interns will work on a publication together with a Senior Analyst. This semester the proposed topics is the discussion around the Europe’s Return to United Nations Peacekeeping. 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. Moreover, this semester the inter will support the organisation of the Spring Lecture Series 2016, the Executive Training in Global Risk Analysis and Crisis Management and the Intelligence and Cybersecurity Seminars Series. 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

The Global Governance Institute (GGI) is an independent, non-profit think tank based in Brussels. GGI 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. GGI is an international “network NGO” with the majority of its 60+ members of staff based outside Brussels.

Internship Profile:

As a young organization we can offer flexibility and many opportunities for proactive students. GGI regularly publishes factsheets, briefings and analysis.

The Intern will mainly support in formatting all GGI publications and updating the website regularly. In particular, writing, editing, and proofreading publications, website page and news. Moreover, the Intern will be in charge of reinforcing the social network’s presence of GGI, coordinating the GGI Newsletter and supporting the organisation of the various lecture series and workshops.

Intern Profile

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

- enrolment in a degree programme with a focus on communication or business.
- requirements: high degree of autonomy, motivation and independence are essential prerequisites for making most out of this internship. Interns need to be pro-active and willing to both work under tight deadlines.
- skills: good written and spoken proficiency in English and preferably one other language (French desirable). Good computer literacy as well as excellent skills in Microsoft Word and familiarity with Excel; experience in managing web platforms as Joomla; attention to detail and ability to work under tight deadlines.
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

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 policy makers and 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
- issues prioritization and quantifying business impact
- grass roots amplification and campaign strategy
- pressure groups relationship building and management
- competitive marketing strategies to achieve 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:

- strong organizational skills
- ability to conduct research and provide relevant insights
- excellent oral and written communication skills
- consistent attention to detail
- good team player but also capable of working independently
- proficient in MS Office skills
Organisational Profile

ICODA European Affairs is, since 1992, active in the European lobbying and consulting arena. Its offices are situated in Brussels in the heart of the European quarter. Out of this central position, ICODA European Affairs delivers services to companies and organisations, operating or interested in the EU, national, regional and local authorities, NGO’s, the European Commission, European and national trade associations, and universities.

In the area of European advocacy, ICODA European Affairs assists clients in their communication and lobbying with the European institutions. The core business is identifying, monitoring and analysing new European political and legislative developments and their impact on the activities of our clients. Up-to-date knowledge of the European decision making process is combined with extensive practical experience ensuring clients a better positioning in the European arena. ICODA European Affairs is a small but specialized player in three areas: financial services, health and education. The intern will work very closely with one of ICODA’s partners specialized in the financial services sector.

Internship Profile

Tasks could include:

- research and analysis of one of the financial sectors to increase background understanding
- assistance in writing of newsletters
- writing comprehensive meeting notes of EU debates, possibly assisting in meetings
- contributing to ICODA’s blog

Intern Profile

The intern should be:

- a quick learner
- efficient research skills
- 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
- proficient in English, and preferably Dutch, any other language an asset.
ICODA European Affairs
(II) Legal internship

Organisational Profile

ICODA European Affairs is, since 1992, active in the European lobbying and consulting arena. Its offices are located in Brussels, in the heart of the European quarter. Out of this central position, ICODA European Affairs delivers services to companies and organisations, operating or interested in the EU, national, regional and local authorities, NGO’s, the European Commission, European and national trade associations, and universities.

In the area of European advocacy, ICODA European Affairs assists clients in their communication and lobbying with the European institutions. The core business is identifying, monitoring and analysing new European political and legislative developments and their impact on the activities of our clients. Up-to-date knowledge of the European decision making process is combined with extensive practical experience ensuring clients a better positioning in the European arena. ICODA European Affairs specializes in three areas: financial services, health and education. ICODA European Affairs offers an internship with one of its partners.

Internship Profile

The legal internship will focus on European legislation in the financial services sector. The intern will work very closely on a daily basis with the partner in charge of clients in the financial services area (insurance and pension funds especially). Tasks could include:

- assistance in daily monitoring of key developments in EU legislative files
- research on particular issues of relevance concerning these upcoming legislations
- (comparative) analysis of (draft) directives, amendments, and positions
- attendance of meetings with key stakeholders and reporting.

Intern Profile

The intern should be:

- knowledgeable about the basics of the EU institutions and their decision-making process
- be interested in the financial sector, with focus on insurance and pension funds
- an analytical mind including willingness to research ambiguity
- 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
- proficient in English, and preferably Dutch, any other language an asset
**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 classical liberal 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 Euroskeptics
- **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 (easily accessible via train from Brussels).

Internship Profile

The Intern duties & responsibilities will include:

- to help organize conferences and dinner debates held by LVMI Europe and participate in other important think tank's activities. These events all take place in Brussels;
- to assist at a publication by Springer Verlag
- to assist at our research projects on European politics and international relations;
- to prepare a public relations plan for LVMI Europe;
- 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 help fundraising for the institute;
- to write a monthly newsletter.
- update the website.

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, French or German are a plus
- having good analyzing, marketing and network skills
- possessing some experience of working in an office environment
- being an organized and independent individua
Organisational Profile

Lugomedia is a full service media company providing its clients with a range of services from consulting and business development to publishing, communications and event management.

We are a small and dynamic team.

Internship Profile

We are currently expanding our business portfolio and are looking for young and motivated individuals with a desire to expand their knowledge and grow professionally within a vibrant and small but growing company. Full time as well as part time internship possibilities are available.

The Intern duties & Responsibilities will include:

- Collecting data for our weekly newsletter on upcoming events in Brussels (goes out to over 10,000 subscribers)
- Collecting data for our new projects on Brussels stakeholders such as their activities and social media presence
- Support in event organizing

Intern Profile

The successful candidate should have the following requirements:

- Native to an online and e-business environments
- Have a pretty good understanding of dynamics of Brussels EU stakeholders’ market: EU institutions, industry federations, NGOs, Consultancies, etc
- Have a vast interest in EU politics and decision making processes
- Able to speak and write in a native level English
- Interested in event management and support
- Be comfortable with Excel, PowerPoint, Skype, Google Drive, Dropbox
Organisational Profile

Make Mothers Matter (MMM) is an international NGO created in 1947 in Paris to raise the awareness of policy makers and public opinion on the contribution of mothers to social, cultural and economic development. MMM has no political or religious affiliations, and thus transparently voices the concerns of mothers at international level with permanent MMM representatives at the United Nations (General Consultative Status) and at the European Union. We also have a network of more than 40 organisations in 28 countries bringing together mothers from all over the world.

Internship Profile

The Intern will work in close cooperation with MMM staff. Main duties & responsibilities will cover:

- research and analysis regarding relevant issues such as gender equality, working conditions, work-life balance, pensions, leave schemes, health and any other issues with a significant impact on mothers/ families
- assistance in daily monitoring of information sources such as government departments, European institutions, NGOs, and other bodies to keep informed about developments in topics related to our work
- support the team on communication activities such as updating content on www.mmmeurope.com, managing the Twitter @MMM4Mothers or FB account, draft short newsletters, assist in preparing annual report etc.
- attend the women’s rights and gender equality or employment committee meetings at the European Parliament and write minutes (or others events of relevance for our advocacy work as an EP badge will be provided)
- participate in conferences in Brussels related to our main issues (gender equality, reconciliation between work and family life etc)
- participate in our monthly team meeting
- support in advocacy work when required
- assist the team in their work

Intern Profile

The successful candidate should have the following requirements:

- good organisational and research skills
- good communication skills
- excellent drafting skills and attention to detail
- team player but also capable of working independently and be proactive
- MS Computer Skills (word, excel, PPT)
- Excellent English skills, oral and written, are imperative. French and/or other European languages are an asset

Please include 1 written page on a subject of your choice to your application
Organisational Profile

Martin’s Brussels EU is a 4* Hotel in the EU district in Brussels. The early history of Martin’s Brussels EU begins in 1991 – when the Eurovillage Hotel opened its doors on the spot where four houses previously stood, each with a garden. After Martin’s Hotel established itself in Walloon-Brabant, Leuven and Brussels, the Group took over this Brussels hotel complex as well.

Martin’s Brussels EU has grown to become one of the best addresses in Brussels. Every week, the hotel receives a whole host of ministers, dignitaries, parliamentarians and European consuls. But it’s also the favourite spot for countless business travellers and tourists who are looking for a well-situated hotel with the comforts to make them feel entirely at home.

Internship Profile

The Intern duties & Responsibilities will include:

- Prospection on new sales lead
- Assisting on sales tasks
- Analyse sales reports
- Answering queries from customers and partners

Intern Profile

The successful candidate should have the following requirements:

- Good communication skills
- Sales feeling
- Able to work as part of a sales team
- Good understanding of Office applications
- Sense for Initiative
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
• strong analytical skills

This internship will require you to include a certificate of no criminal conviction in your application
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
Organisational Profile

Oxfam is an international confederation of 17 organizations working together with partners and local communities in more than 90 countries.

One person in three in the world lives in poverty. Oxfam is determined to change that world by mobilizing the power of people against poverty. Around the globe, Oxfam works to find practical, innovative ways for people to lift themselves out of poverty and thrive. We save lives and help rebuild livelihoods when crisis strikes. And we campaign so that the voices of the poor influence the local and global decisions that affect them.

In all we do, Oxfam works with partner organizations and alongside vulnerable women and men to end the injustices that cause poverty. In Belgium Oxfam-Solidarity focuses on development and humanitarian aid. Oxfam-Magasins du monde and Oxfam-Wereldwinkels promote fair trade and offer a wide range of products. And we all campaign to engage public audiences as well as political leaders.

Internship Profile

The Intern will be supporting the Oxfam Global Humanitarian on DRR. The team works closely with a range of country teams and Oxfam offices like the regional ones in Asia, Latin America, East and South Africa and Pacific. The duties & responsibilities will include:

- To undertake research and strategy analysis on the different countries where Oxfam is doing DRR work, aimed at feeding an Oxfam global strategy on DRR.
- To compile and analyse good practices and lessons learned in Oxfam DRR work in the last years, including in advocacy and programming, in the different countries and regions.
- To support Oxfam Disaster Risk Reduction (DRR) work in different countries and regions depending on the priorities of the DRR agenda and the Global Humanitarian Team at that particular time.

Intern Profile

The successful candidate should have the following requirements:

- Knowledge of international humanitarian/DRR/conflict issues
- Strong conceptual and analytical skills and ability to think strategically and creatively.
- Excellent oral and written communication skills. Ability to write substantial pieces of analysis.
- Strong inter-personal skills
- Fluency in written and spoken English is essential. Fluency in written/spoken Spanish and French is desirable.
- Commitment to Oxfam values and philosophy
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

Georgios Terzis is an associate professor and senior researcher at Vrije Universiteit Brussel (VUB); Vesalius College & Institute for European Studies. He is the founding Chair of the Journalism Studies Section of the European Communication Research and Education Association. His research focuses on media and security governance, European media governance, public diplomacy, foreign correspondence and the development of pan-European media.

Internship Profile

The Intern duties & Responsibilities will include:

- Desk research on the role of foreign correspondents on Cultural and Science Diplomacy for the EU project EL-CSID: [http://www.el-csid.eu](http://www.el-csid.eu)
- Desk and field research work that includes interviews with Members of the European Parliament who used to work as journalists

Intern Profile

The successful candidate should meet the following requirements:

- Written and spoken proficiency in English
- Excellent knowledge of Microsoft Office (Word, Excel, Power Point, etc)
- Able to design on-line surveys with Google Docs and possibly Survey Monkey
- Basic knowledge of Social Science research methods
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 content 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

Serendip Spa & Yoga is a five-star concierge-style luxury wellness spa located in the heart of the prestigious shopping district of Brussels.

Internship Profile

The position of Serendip Spa Intern is to learn customer service, sales & marketing initiatives by working on ongoing actions and other onsite marketing projects. The following are principal duties of the Serendip Spa Marketing Intern:

Sales & Marketing

• To help with ideas to sell Spa treatments and products.
• To create marketing and communication tools as needed and to help with any marketing actions to reach our clients, including Social Media management.
• To work hand-to-hand with the Marketing Coordinator on any ongoing Sales & Marketing projects, campaigns and events.

General

• To become familiar and proficient with all Spa procedures as determined by the management team.
• Constantly keep updated of all schedules, spa services and policies, sales techniques, and special spa events or promotions.
• To be proactive in generating ideas for improvements to service and spa surroundings.
• To be a proactive team member with a happy disposition and be able to work autonomously when required.

Intern Profile

The successful candidate should have the following requirements:

• Marketing, Business and/or Hospitality understanding
• Professional approach
• Basic computer skills
• Good writing and oral skills
• Be fluent in English, understanding French or Dutch is an asset
• Proactive
• Creative
• Responsible
• Punctual
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. These areas and organizations 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’s team-buildings
- 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
- 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 221 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 130,000 consumers and has > 1000,000 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 (easily accessible from Brussels by train, 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
- excellent data analysis skills
- 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

This internship is only available for students taking the double internship option (280 hours of internship – 12 ECTS)
Organisational Profile

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

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

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

Internship Profile

- Seeking exhibition opportunities at the international level, particularly in China, the Emirates, South Korea, India, Japan, Russia, Brazil, Mexico and/or Turkey... (contacting partners, setting up application files, ensuring the follow-up...)
- Organising international art exhibitions (helping to realise the art works, organising the logistics, the transport, the assembly, the disassembly, taking pictures and filming videos...)
- Promoting and communicating (drafting press releases, contacting the press, carrying out press reviews...). See some examples of publications in the "Press" section of the site www.alexandredang.com
- Writing and/or translating files in different languages

Intern Profile

- Interest in contemporary art.
- It is essential to engage with huge enthusiasm in developing the aforementioned missions and projects.
- Skills in languages: Chinese, South Korean, Japanese, Portuguese, Russian and/or Dutch... in particular are assets.
- Knowledge in video, photography, graphics and/or 3D... are all assets.
- Driving license and being used to drive are assets as well
The Growth of a Game

Organisational Profile

The Growth of a Game is an organization that facilitates the development of American football in Europe. We publish content on the growth of the sport, organize skills camps throughout Europe, and provide hundreds of teams and federations with access to quality sports equipment. The company president, Travis Brody, has over 20 years experience in the sports industry and has worked alongside some of the top names in the business. The Growth of a Game is based in Brussels and provides an exciting environment to learn and grow into your professional career.

For more information, visit www.growthofagame.com or find us on Facebook at www.facebook.com/GrowthOfAGame.

Internship Profile

This is a unique opportunity to be a part of a growing company and develop some valuable experience in the sports industry. The intern will be working in a few or more of the following areas, depending on ability:

- New business development
- Skills camp logistics
- Sponsorship sales
- Writing news articles, press releases, and other online content
- Social media marketing
- E-mail marketing
- Provide general support to the President and Vice President of Business Development (schedule calls/meetings, interview coaches and players, update directories, etc.)

Intern Profile

The ideal candidate must possess the following:

- Fluency in English
- Attention to detail
- Organizational skills
- Excellent writing skills
- Outgoing personality

We’re looking for a team player that is willing to put time and energy into a fast-growing start-up. This position is for someone who wants to help build something, not just receive course credit. A dream internship for a sports fan who wants to start building their career.
Organisational Profile

Gain the experience of working with a young, dynamic and modern company in the health, yoga, fashion and education industries, all promoting and creating opportunities to bring people and exceptional products together. You will be working to promote Yoga Studios, Amazon Product Listings, educational services and products.

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 your (strategic) social media marketing plan: sales campaigns, Instagram building, Facebook strategies and advertising to lead business growth.
- 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, initiative, self-driven activities and independence. You will learn in-depth knowledge of social media marketing, Instagram account building and management. Please note the intern will be working from home (they don’t have offices in Brussels, the managers are based in the States; meetings with them will take place through Skype).

Intern Profile

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

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

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

The Skateroom (TSR) is a social entrepreneurship whose main purpose is to help empower youth using art and skateboarding. Our vision is to offer art editions at an affordable price and make art available to the greater public. We collaborate with contemporary artists to create editions of artwork on skateboards. TSR continues to explore and pushes the boundaries of conventional skateboard art by releasing unique and collectable art editions. These editions of artworks are sold via major art institutions the world over. It is through their support and their belief in our project that we are able to fulfil our purpose and finance international social projects by directly supporting the NGO Skateistan. Skateistan is an award-winning international non-profit organization empowering children and youth through skateboarding and education in Afghanistan, Cambodia and South Africa. More information on what we do is available here: https://theskateroom.com/

Internship Profile

The internship revolves around business development of our distribution network. With several of the world’s most prestigious art centres, including the MoMA, the Tate, Vuitton Foundation and many others already on-board, the task is still vast and aims at expanding our network from Asia to South America. The Intern duties & Responsibilities will include:

- Identification of new potential partners globally;
- Gathering of essential data and angle of approach;
- First contact and the logistical follow up;
- PR / Marketing / Communication support of TSR retail network

Intern Profile

Dynamic and solution driven, multilingual and able to think out of the box while also master organiser to follow up with countless opportunities.

An ability to work and collaborate in a start-up atmosphere within a small team where everyone participates in the common tasks at hand, while remaining focussed and driven to her / his own responsibilities.

The successful candidate should have the following requirements:

- Business / communication major
- Overly adaptable to a constantly changing environment
- Excellent written & oral communication skills
- Natural negotiator
Organisational Profile

Topos Group is the alliance of 5 Business Centers located in strategic locations in Brussels (Louise/Schuman/Montgomery/Congrès/Parc Royal) providing office and administrative services to companies such as:

- Equipped offices
- Corporate addresses
- Coworking
- Meeting rooms
- Administrative support
- Concierge service
- Furnished apartments

Due to its international influence, 90% of Topos Group’s clients is consisted of foreign companies. The working environment is unique as it is established in European old renovated mansions with state-of-the-art technologies.

Internship Profile

The intern will be participating in the development of marketing tools and new services which could give Topos Group a competitive edge:

- Belgian market benchmarking
- Analyze communication and commercial coverage of the main competitors and come with concrete proposals for increasing the market share in term of notoriety
- Participation to seminars and events – and representation the company’s brand
- Increase Topos notoriety through Digital communication under the supervision of Topos digital leaders
- Social networks analyses and monitoring

Intern Profile

The successful candidate should have the following requirements:

- Marketing orientation
- Excellent written and oral skills
- Good skills in Photoshop, internet tools, social media and Microsoft
- Proactive and flexible
Organisational Profile

Trusted Family is based on the belief that multigenerational business-owning families can create greater financial, as well as non-financial, value through increased engagement between their members. We deliver secure online communication and collaboration solutions to family businesses and family offices. Our proprietary technology, and family understanding creates a personalized secure environment that enables:

- Secure and accessible document archiving
- Family and client member database management
- Top-down communication
- Efficient event management
- Peer-to-peer communication

We work with over 100 family businesses & single family offices in over 25 countries. For more information, please check our website at: www.trustedfamily.net

Internship Profile

We are looking for a bright and energetic intern to help boost our marketing efforts!
As a Sales & Marketing Analyst, you will work as part of our Marketing Team:

- Developing & launching marketing campaigns (e-mail newsletters, webinars, etc.)
- Helping organize, manage and follow up with our events
- Contacting prospects to set up and arrange meetings with Trusted Family’s Sales Team
- Developing new marketing materials and updating existing ones
- Developing metrics and KPIs to track progress and success of each marketing initiative
- Identifying and conducting research on new leads and prospective partners
- Updating our CRM system to make sure that our existing data is fully up to date

Work with us in a niche market! This unique internship position will give you vast exposure to the business side of a small and dynamic company. You’ll have the opportunity to be in touch with the owners of major international family-owned companies and learn about them. It is a really fascinating world!

Intern Profile

We would love to work with you if you have the following qualities:

- Good command of Excel, Word and PowerPoint
- Experience with databases or CRM software is a plus
- Result-oriented and resourceful
- Fluent in English
Organisational Profile

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

Internship Profile

The intern will support the department in deploying project in the Logistics and Distribution area under the UPS brand. The intern will work on different aspect of the marketing strategy:

- communications
- pricing
- product definition
- training

Intern Profile

The successful candidate will have the following qualities and skills:

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

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

Internship Profile

The successful candidate will support the department in managing the UPS portfolio of services in Europe, including analysis of UPS competitive positioning as well as new management opportunity. We’re looking for a driven, ambitious individual who wants to create a career in marketing. We provide training, guidance and support, as well as the opportunity to experience the industry from the inside and gain valuable work experience. The intern will work on different aspects of the marketing strategy:

- conduct market research
- generate insight through data analysis
- manage project plans
- develop internal materials to support Sales in product positioning

Intern Profile

The successful candidate will have the following qualities and skills:

- Strong analytical skills, logical thinker
- Inquisitive personality
- High degree of accuracy; eye for detail
- Ability to work autonomously
- Ability to multi-task and take initiative
- Strong interpersonal and communication skills (written and oral)
- Working knowledge of all Microsoft Office products (very good level of Excel, good level of Power Point)
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 headquarters 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 one of the world’s leading logistics companies, an internship at UPS offers undergraduates a hands-on experience in a fast paced dynamic business environment, providing a springboard for your future career. As a member of the UPS Freight Forwarding Marketing team, based in UPS Europe Headquarters, you will have the opportunity to develop your skills, putting key marketing and economic concepts to practical use. You will bring your fresh perspective to a range of marketing activities, including but not limited to:

- Analysing macroeconomic indicators to forecast future trade flows
- Air and ocean freight market analysis
- Competitor research and financial analysis
- Developing customer facing materials

Depending on your skills and performance, there is the opportunity to take greater ownership of specific tasks and presenting findings to management.

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)
- Proficient in Microsoft PowerPoint and Excel
Organisational Profile

Vesalius College, based in Brussels, offers 3-year Bachelor programmes in Business, Communications, International Affairs and in International & European Law, all taught in English. Founded in 1987 by the VUB and Boston University, Vesalius College offers American-style education. The College has a highly international student and faculty body and promotes both conceptual and policy-oriented learning with strong links to Brussels’ business, media and policymaking communities. For more information, please visit our website: http://www.vesalius.edu/

Internship Profile

The Communications & Marketing Intern provides support for the External Relations department in the areas of website content management, social media, writing, proofreading, and other ad-hoc marketing/communications projects as required.

This part-time position with a busy External Relations team in a very international setting, is ideal for an energetic student, and will offer the opportunity to:

- Learn about communications and marketing in the world of international education
- Work in a dynamic and multicultural environment
- Develop personal responsibility and initiative
- Gain valuable experience in a professional environment
- Hands on real projects, participation in meetings, project-management experience

Responsibilities include but not limited to:

- Drafting contents for the website, e-newsletter, etc.
- Social Media updates
- Event support (special workshops, lectures, etc.)
- Audio visual support (filming, editing, etc.)
- Represent Vesalius College at fairs and school visits

Intern Profile

The successful candidate should have the following requirements:

- Excellent communications and interpersonal skills (fluency in written and spoken English essential)
- Excellent IT skills (Microsoft Office, WordPress); experience in design software such as Photoshop, InDesign is a plus
- Ability to work efficiently with a sense of initiative and commitment
- Ability to prioritize tasks and pay attention to detail under time pressure
- A quick learner with a “can do” attitude and a good team player
Organisational Profile

The Executive Course in Global Risk Analysis & Crisis Management - jointly organised by Vesalius College, the Institute for European Studies (IES) and the Global Governance Institute (GGI) - provides participants with unique insights and fundamental skills required for mastering the field of global risk analysis, early warning and the management of major man-made and natural disasters.

Taught by a renowned faculty of senior officials from major international organisations (such as the European Union, NATO, and the United Nations), NGOs as well as leading security scholars, the course allows participants to gain in-depth knowledge and a wide range of practical tools for identifying and analysing global security risks and advancing effective responses to humanitarian, military and political ‘complex crises.’ More information on the course is available at http://www.vesalius.edu/academics/bachelors-degrees/international-affairs/global-risk-analysis-crisis-management-certificate/

Internship Profile

To support the management of the course, there are 2 positions are available this fall: Social Media Intern and Research Intern. Both interns will be working in close contact with Dr. Dario Cristiani, GRACM director. The Intern duties & Responsibilities will include:

**Common**

- Providing research, organisational and administrative support to the activities of the director of the Executive Training
- Providing logistic support in the organisation of the modules of the Executive Training
- Attending the Modules of the Executive Training (see calendar on the Vesalius website)
- Working on the on-line platform of the Executive Training
- Writing brief reports on the Training’s roundtables and public meetings
- Working on the Alumni Network Newsletter

**Social Media Intern**

- Managing the Executive Training’s accounts on Social Media platforms (Twitter, YouTube, Facebook, Instagram).

**Research Intern**

- Doing research on topics of interests to the training to publish brief papers and op-ed
- Providing support to the Social Media and promotional activities of the training

(Continued on next page)
Intern Profile

The successful candidate should have the following requirements:

- Excellent communications and interpersonal skills (fluency in written and spoken)
- Enrolled in a BA programme with a focus on International Politics (Research)/Communication (Social Media)
- Keen interest in Risk Analysis, Crisis Management, Conflict Studies, International Politics, Intelligence Studies. For the student with a Communication background, s/he should ideally have a profile that shows a clear interest in International Politics
- Close attention to details
- Ability to work independently, without continuous oversight
- Good research skills
- Good command of English
- Good IT capacities (Office package, Effective Web-browsing skills)
- Capacity to interact with Senior Officials and Academics maintaining confidentiality and discretion
Organisational Profile

Vesalius College is an accredited higher education institution offering undergraduate, graduate and executive programmes in English to students from over 60 nationalities who strive for international education and careers. Constitutive of our identity are an international and interdisciplinary mindset and the pursuit of excellence in teaching, practice and research. Located in the heart of Europe, the College offers a truly unique educational experience with excellent learning and networking opportunities which enable students to gain the knowledge, skills, and experience necessary to play an active and leading role in the globalised world. The International Programs department of our College is responsible for the management of study abroad opportunities, for incoming and outgoing students, and of our international partnerships.

Internship Profile

Our Business Development and Marketing intern will support our International Programs team with:

- SWOT analysis
- Identifying and evaluating trends in higher education marketing
- Writing reports and presenting findings
- Creating and circulating marketing material
- Organising events

Intern Profile

The successful candidate should meet the following requirements:

- background in Business and Marketing or Communication
- enthusiastic team-worker and comfortable working independently
- creative mind with excellent analytical skills
- detailed oriented and reliable
- excellent written and verbal communication skills in English and confident communicator
- have a passion for photography and some experience with Microsoft applications, video and/or photo-editing software (e.g., and Photoshop, InDesign)
- have a strong interest in outreach and some familiarity with social media platforms (Facebook, Twitter, LinkedIn)

By the end of the internship you will have learned to:

- build, implement and evaluate a social media strategy
- identify and evaluate marketing strategies
- collect, analyse and present data
- developed business and marketing management skills
Organisational Profile

Voxbone is the market leader in providing virtual local phone numbers (often referred to as direct inward dialing, or DID). Its services enable cloud communications providers, international carriers and enterprise contact centers to extend the reach of their voice networks internationally, rapidly and with minimal costs. The company delivers high-quality inbound SIP trunks from more than 50 countries and more than 8,000 cities around the world. Voxbone’s geographical, mobile and toll-free numbers can be ordered in real-time via a web portal or an API. Voxbone is the only operator of its kind with its own number ranges, telecommunications licenses and a global private VoIP backbone. Customer references include: Telefonica, Deutsche Telecom, 8x8, NTT, Level 3, InContact, Voxeo and Skype.

Internship Profile

The intern will contribute to the following Sales activities, depending on his/her profile while learning about how a Sales Team efficiently functions: Support Account Managers or Sales Team in various projects, upon request:

- Aid with the preparation and delivery of training materials
- Collaborate with Sales Manager on researching new sales opportunities
- Assist in organization of sales tools, documentations and organizing of online storage (google drive, wiki, shared drives)
- Perform analysis on marketing and sales data
- Operational tasks linked to our front and back office such as but not limited to:
  - Assisting in search queries
  - Updating regulatory database information
  - Helping manage our inbound email distribution
  - Assisting with inbound lead distribution

Intern Profile

The successful candidate should have the following requirements:

- Currently enrolled in a university degree
- Excellent English skills, oral and in writing
- Microsoft Excel (good knowledge required)
- Internet/Browser (good knowledge required)
- Motivated
- Reliable
- Positive Attitude
Organisational Profile

Voxbone is the market leader in providing virtual local phone numbers (often referred to as direct inward dialing, or DID). Its services enable cloud communications providers, international carriers and enterprise contact centers to extend the reach of their voice networks internationally, rapidly and with minimal costs. The company delivers high-quality inbound SIP trunks from more than 50 countries and more than 8,000 cities around the world. Voxbone’s geographical, mobile and toll-free numbers can be ordered in real-time via a web portal or an API. Voxbone is the only operator of its kind with its own number ranges, telecommunications licenses and a global private VoIP backbone. Customer references include: Telefonica, Deutsche Telecom, 8x8, NTT, Level 3, InContact, Voxeo and Skype.

Internship Profile

Together with the HR & Office team, you will be the first impression of Voxbone to the outside world. Welcoming guests or new employees, organizing logistics for the company and act as an administrative support to the Office & HR team. Further than this, you will be given the opportunity to work on specific projects that match your personal development and interest in HR matters. Tasks of the HR intern will focus on:

Human Resources challenge
- Administrative HR support
- Recruitment mailbox management
- HR project to be defined (well-being activities, library, etc)

Office Assistant support
- Archiving of legal documents & contracts
- Provide general administrative support (invoices management, ingoing & outgoing post, food & goods reception, etc...)
- Participate to the visitor’s experience: reception, parking, taxi
- Coordinate corporate events (team lunch, monthly breakfast and other company gathering)

Intern Profile

The successful candidate should have the following requirements:

- Experience in global and/or multicultural companies or school exchanges is an asset
- Attention to details, focus on great results and people oriented
- Fluent in English – French & Dutch are an asset as any other European language
- Energetic personality and a professional composure
- Self-motivated team player with ability to prioritize and work independently
- Problem solving skills
- You love our culture and connect with our values: Success, Integrity and Inspiration
Organisational Profile

The Women Political Leaders Global Forum (WPL) is the global network of female politicians.

WPL is an independent, international, post-partisan and non-for-profit foundation established with the mission of increasing both the number and the influence of women in political leadership positions. WPL members are women in political office—Ministers, Members of Parliaments, Mayors. Membership is free and members are honoured by their participation.

Internship Profile

The WPL Secretariat organises a number of international summits and conferences, advocacy campaigns and commissions studies, for example looking at the barriers women face in the world of politics. Candidates should be able to adapt to a fast-moving and rapidly changing work environment. Working for the global network of female political leaders requires a dedicated staff with a consciousness of detail, respect and intercultural competence. In return, WPL offers a rich and multilingual office environment with insights into international politics in a broad variety of topics.

The Intern duties & Responsibilities will include:

- Support to project and event management: research, drafting invitations, logistical planning
- Support to communications activities: drafting of newsletter, drafting of posts for social media, design and lay-out
- Administrative support: Database management, office management

Intern Profile

The successful candidate should have the following requirements:

- Proactivity - a ‘doer’ capable of driving projects in a fast-paced and dynamic work environment with shifting priorities and occasional heavy workloads
- In the process of or having completed further education or bachelor degree
- Strong organisational and interpersonal skills
- A firm commitment to female leadership
- Fluency in written and spoken English. Fluency in French is desired and other major international languages are an advantage as well.
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 or synthetic in cosmetics & Pharma products. We only produce customized products to suit the needs of each customer.

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 “Value-Based Business” management.

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