

INTERNSHIP OPPORTUNITY

Programme Assistant – Peace, Security & Defence

Friends of Europe is recruiting a programme assistant for a paid internship, to provide support principally in our Peace, Security and Defence area of expertise, amongst other responsibilities.

Friends of Europe is a leading think tank that connects people, stimulates debate and triggers change to create a more inclusive, sustainable and forward-looking Europe.

This is a great opportunity to understand the workings of an influential think-tank and develop your skills and experience. You will gain an understanding of policy areas, whilst gaining greater in-depth knowledge and expertise in the field of Peace, Security and Defence, and have the chance to learn, give your input, and have an impact.

WHAT WILL I BE DOING?

- Assisting in and supporting programme managers with the organisation, delivery and follow-up of Friends of Europe events (e.g. drafting event proposals, invitations and programmes, contacting speakers, preparing moderators' briefings and pre-reading materials, registering and assisting participants, drafting and sending evaluation questionnaires, on-site support at events etc.)
- Researching and writing briefings on EU and global policy challenges in the field of Peace, Security and Defence
- Researching speakers, authors, themes and background information for our debates and articles
- Providing input to developing programme content for our events, planning publications and requests for articles
- Assisting in the organisation and follow-up of meetings and conducting other administrative tasks relating to the activities of the organisation (e.g. managing correspondence, providing logistical arrangements, background documentation, report writing)
- Developing and keeping-up-to date databases (e.g. entering data, creating mailing lists, etc.)
- Conducting specific research in the areas of work (e.g. drafting fact sheets, updating documents, etc.)
- Engaging in work across the organisation and supporting the leadership team as required

WHAT SKILLS AND QUALIFICATIONS DO I NEED TO HAVE?

- Relevant university degree (for example relating to Peace, Security and Defence, or general social policy; politics, European studies)
- Be fluent in English (knowledge of other European languages is an asset)
- Excellent organisational, communication, writing and editing skills
- Demonstrable knowledge of and interest in Peace, Security and Defence and more generally European and global affairs
- Research experience combined with good analytical skills
- Good knowledge of Microsoft Office tools (a knowledge of social media is also desirable)
- A highly-motivated, creative and enthusiastic personality – you need to be able to meet deadlines while maintaining attention to detail
- Ability to work independently and as part of a team
- Knowledge of our organisation, an interest in working for a think-tank and commitment to the work of the non- profit and civil society sector
- Good understanding of EU institutions
- Interest in event organisation

WHO CAN APPLY?

This position is open only to nationals of EU/EEA member states or Switzerland, or non-EU nationals in possession of a valid work permit.

HOW DO I APPLY?

The internship will be paid and based in Brussels starting as soon as possible and lasting for approximately 6 months, with a possibility of renewal if the conditions are met.

To apply, please send:

- your CV (maximum 2 pages)
- a cover letter (maximum 1 page)
- if possible, an example of previous work

to jobs@friendsofeurope.org, indicating **SECURITY INTERN /YOUR NAME IN CAPITALS** in the subject line.

The closing date for applications is 25th May 2019.

Please note that due to the high volume of applications, only shortlisted candidates will be contacted.