



Become our Trainee!

Project Assistant Internship

[Debating Europe](#) is an online discussion platform that fosters debates between European citizens and policymakers. It is based on a simple model: citizens ask questions, policymakers and experts respond. Since launching in 2011, it has built a 6 million strong community of citizens and a social media following of over 250,000 people from across Europe. A selection of nearly 200,000 questions have been put to over 3,000 key policymakers and experts. In February 2017, we launched a German version of the platform: [Debating Europe/de](#).

Debating Europe is an initiative of [Friends of Europe](#), the Brussels-based think tank for a more sustainable, inclusive and forward-looking Europe.

WHAT WILL I BE DOING?

- Assist Debating Europe Project Manager (75%) and Debating Europe/de editor (25%) with project management and editorial tasks – in particular:
- Conduct research to identify potential VIPs & experts to interview for online debates and panels
- Prepare, arrange and conduct interviews with VIPs & experts (mainly online but also in person, if COVID allows)
- Draft infographics, researching data & information on a broad range of topics
- Assist in the organisation of focus groups (recruit, set up & follow up)
- Assist in the organisation of citizens' workshop (identify topics & speakers, send invitations & follow up)
- Support Debating Europe's community partners & help expanding the network
- Engage with, and manage our community on social media
- Assist the team with other tasks when necessary

WHAT SKILLS AND QUALIFICATIONS DO I NEED TO HAVE?

- Relevant university degree (for example in politics, international relations, European studies, communications etc.)
- Both English and German as a mother tongue or equivalent level
- Excellent writing, research, analytical and editing skills
- Good knowledge of and interest in European and global affairs
- A highly-motivated and dedicated personality – well-organised with a hands-on working attitude and able to meet deadlines while maintaining attention to detail
- Ability to work in a team and independently with minimum supervision
- "Yes I can" mentality, flexible and solution-oriented
- Excellent knowledge of Microsoft Office tools, social media and information platforms to gather key content

HOW CAN YOU 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

The internship will be full-time and based in Brussels.

The internship will be paid and starting in November 2021. To apply, please send:

- your CV (maximum 2 pages)
- a cover letter (maximum 1 page)

to info@debatingeurope.eu indicating the position and your name in the subject line.

The closing date for applications is 17 October 2021.



Debating Europe values diversity and inclusion. As such, members of underrepresented groups are encouraged to apply.