



# EU Relations Internship

CSR Europe, Brussels

**Duration of contract:** Six months

**Possible contract periods:** Jan 2016 – June 2016

**Location:** Brussels

## About CSR Europe

CSR Europe is the leading European business network for corporate social responsibility (CSR). With around 70 corporate members and 38 national partner organisations, CSR Europe reaches out to over 5000 businesses across Europe. The network was established in 1995 by European Commission President Jacques Delors. For more information, please visit [www.csreurope.org](http://www.csreurope.org).

## Internship description

CSR Europe is currently seeking an **EU Relations Intern** to assist with the organisation's EU activities and services. The internship offers a learning opportunity in a multinational team for those who are interested in CSR and EU activities as well as in dealing with international companies and European issues and stakeholders.

## The role

The successful candidate will assist staff members on a number of activities which may include:

- Researching on various topics related to CSR in the EU
- Assisting with providing CSR-related EU information to members (EU insights, EU update calls, etc.)
- Participation in meetings with EU officials and other stakeholders
- Assisting with the organisation's event management (EU events, etc.)
- Preparation of EU information for High-Level meetings (General Assembly, BoD meetings, etc.)
- Update internal documents, website, database and support with general administrative and organisational tasks

## Person specification

- Fluency in English is essential (other languages desirable)
- Good understanding of the EU institutions and the business environment, interest in CSR issues
- Good communication skills (oral and written) – ability to communicate formally and professionally
- Strong experience with MS Office suite, e.g. PowerPoint
- Ability to deal with multi-disciplinary tasks and capacity to respond rapidly to a variety of diverse tasks

## Required Internship Conditions

- The applicant must be either a recent graduate or a student who is required to complete an internship in order to finish their studies
- The candidate must be available to work for a period of 6 months
- The candidate must have the legal authorization to work in Belgium (EU citizen)
- Excellent verbal and written English is required

Please note that this is a paid internship with a salary of 750 euro/month. Interested candidates should send their application (CV and letter of motivation) **by 20 Nov 2015** to Mariya Stoyanova ([ms@csreurope.org](mailto:ms@csreurope.org)) and Lorena Sorrentino ([ls@csreurope.org](mailto:ls@csreurope.org)).