

About us

Founded in Brussels in 1983, CEPS (Centre for European Policy Studies) is a leading think tank and forum for debate on EU affairs, which has been consistently ranked among the top 10 world's best think tanks. CEPS' distinguishing features include its strong in-house research capacity and an extensive international network of partner institutes. CEPS' funding comes from a variety of sources, mainly research grants, public procurement, but also from membership and conference fees.

CEPS (Centre for European Policy Studies) is recruiting an intern for a duration of 3 months in the Events Team. The intern will play an important part in helping organise the most high-profile annual event on policies of the European Union, Ideas Lab. This role is an excellent opportunity to develop strong event management skills in a fast-paced environment. The internship requires a physical presence in Brussels.

Ideal starting date: December 2022

“Intern – Ideas Lab 2023”

Main tasks

- Help Senior Events & External Relations Manager and Events Officer with general logistics of the event
- Liaise with key suppliers (venue, catering, audiovisual companies)
- Manage registrations on Salesforce
- Book travel and accommodation for speakers
- Together with the Communications team, help set up the event venue
- Coordinate volunteers and logistics during the event

Your background and qualifications

- You are a registered student for the full period (December 2022 – February 2023), studying political or social sciences, journalism, communication, marketing or equivalent.
- You have an excellent command of English, both orally and in writing; knowledge of French is a plus.
- Experience in general logistical support for events is a plus, including volunteering experience.
- You are interested in European affairs, policymaking and research.

Your profile

- You have great interpersonal skills and are able to communicate with a range of different stakeholders.
- You are able to work in an international team involving both junior and senior colleagues and can work independently.
- You are able to respect deadlines, manage multiple tasks and changing priorities.
- You enjoy teamwork and are open to giving and receiving feedback.
- You have a result-driven and customer-focused approach.
- You are willing to learn and have a creative spirit.
- You are able to attend Ideas Lab 2023 on 28 February and 1 March.

What CEPS can offer

We offer a full-time internship for 3 months. The selected candidate will receive an expense reimbursement upon receipt of justifying documents during the internship. We would like the preferred candidate to start their activities in December 2022, latest early January 2023.

Career development prospects

This position will give you the opportunity to gain valuable skills, training and experience in a prestigious and fast-paced environment. CEPS offers a Learning and Development Programme for all staff to develop the necessary skills for their position.

More information

Further information about the position can be obtained from Andrea Bittnerová, Senior Events and External Relations Manager: andrea.bittnerova@ceps.eu.

Application and deadline

Applications should include a one-page letter of motivation and a curriculum vitae listing your past experiences in events organisation, both in English. CVs must follow the Europass format (<https://europass.cedefop.europa.eu/>). They can be e-mailed to andrea.bittnerova@ceps.eu with “Intern 2022 – Ideas Lab 2023” in the subject line by 24 November 2022.