

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.

The 'Financial Markets and Institutions' unit of CEPS consists of a research team specialised in financial services and their providers. The unit manages also the European Credit Institute (ECRI) and the European Capital Markets Institute (ECMI) and provides the Secretariat to the Network of Independent Fiscal Institutions.

Communications, Membership and Events Intern Financial Markets and Institutions Unit

Main tasks

- Contribute to the work of the 'Financial Markets and Institutions' unit under the supervision of the Head of Unit and the Membership and Communications coordinator.
- Assist in the organisation of events and meetings.
- Help with the coordination of the members of the ECMI and ECRI Institutes and the IFI Network, including communication with members and database managing and administrative tasks such as sending invoices.
- Support the communications of the Unit including social media and webpage management, preparation of newsletters and content creation.
- Assist to the projects of the Unit particularly in relation to their administrative, communications and events side.

Your background and qualifications

- You are a student of political or social sciences, journalism, communication, event management, marketing or equivalent. You should be enrolled as a student for the entire duration of the internship.
- You are interested in European affairs and policymaking. Interest in the economics or finance field is a plus.
- You have an excellent command of English, both orally and in writing.
- Experience in general logistical support for meetings and events is a plus.
- Experience in coordination of stakeholders is a plus.
- Knowledge of Mailchimp and CRM systems as well as social media channels is a plus.

Your profile

- You are able to work in a team comprising junior and senior colleagues and work under the supervision of a senior colleague.
- You enjoy teamwork and are open to giving and receiving feedback.
- You are enthusiastic and eager to learn more about communications and event management and the coordination of stakeholders at EU level.

What CEPS can offer

We offer full-time internship for 3 to 6 months. The selected candidate will receive financial compensation for the internship. We would like the preferred candidate to start her/his activities at the end of March or beginning of April 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 Beatriz Pozo at beatriz.pozo@ceps.eu

Application and deadline

Applications should include a one-page letter of motivation and a curriculum vitae which lists your relevant professional experience, both in English. For the CV, please use the Europass template (<https://europass.cedefop.europa.eu/>). They should be e-mailed to internship.fmi@ceps.eu by 10 March 2023.