

Communication internship at COGEN Europe



COGEN Europe is the European trade association for the promotion of cogeneration. Cogeneration (also known as Combined Heat and Power or CHP) is the most efficient way to deliver electricity and heat. It is based on the simultaneous production of electricity and heat, both of which are used. COGEN Europe is promoting the widespread development of cogeneration in Europe. We are at the moment looking for a **Communication Intern**, starting as soon as possible.

Main responsibilities:

- Prepare, manage and update websites, databases and mailing lists
- Support in event organisation (administrative tasks, registration of participants, mail outs, prepare practical info packs, arrange speakers' travel and accommodation, maintain correspondence with conference participants, support in logistics, etc)
- Support in other (communication) activities

Essential requirement

- Proven working experience in the Brussels environment (EU Institutions, company, association or NGO)

Requirements

- University degree
- Excellent knowledge of Microsoft Office
- Full mastery of English; working ability in other major European languages is an advantage
- Good communication skills both written and oral
- Experience with the practical aspects of events organisation
- Experience with Adobe software (InDesign, Photoshop) is highly appreciated

The internship, will allow the stagiaire to:

- Gain valuable first-hand experience of EU energy policies and EU decision making process
- Bolster and showcase his/her research and communication skills
- Have the opportunity to learn how European projects are set up and coordinated
- Have the opportunity to participate in a number of external events in Brussels
- Familiarise him/herself with the specificities of working in a Brussels-based sector organisation

Specification

The selected candidate will be offered an internship of 4 months. Start as soon as possible.

Remuneration

The internship we offer is paid. A monthly allowance of 300 Euros will be provided.

How to apply

Please submit the following documents in English to info@cogeneurope.eu: a CV and a very short cover letter in which you highlight your experience in communication.

Further information

For further information about this position please contact: Tanya Carré, Office Manager, by email (info@cogeneurope.eu) or phone (+32 (0)2 772 82 90).

As a result of the volume of applications we are unfortunately unable to respond to all the applicants and will contact back only those who we select for interview.