

Policy Internships at EEA

We are now looking for students interested in a part-time position as a policy researcher for our growing Brussels-based Secretariat.

European Enterprise Alliance is an alliance of employers' organisations and businesses from Central and Eastern Europe. We are a membership organisation, and we provide a platform for experts, entrepreneurs, and pro-market intellectuals. We promote equal rights and a transparent business environment that enables micro, small, and medium-sized enterprises to compete with global players and increase prosperity in the EU.

Internships Description:

The Policy Intern will support Secretary-General in his mission to effectively represent the organisation externally and develop relations with EU policymakers and other stakeholders. He/she will report to Secretary-General and support the EEA team in monitoring and analysing European legislation in areas of the digital economy, EU Green Deal, social and employment policies and SME regulatory environment.

Intern participates in all of the EEA's work, and he/she can be asked to perform the following tasks:

- Compile content and synthesise information on EU policy developments,
- Support policy analysts in their research and projects,
- Draft and edit reports, publications and blogs,
- Work with comprehensive databases,
- Monitor media and EU related communications
- Monitor funding opportunities for businesses and entrepreneurs in the EU
- Provide support to events organised by the EEA

Requirements:

- Being currently enrolled in the University Master's Degree
- Strong interest in EU policies, primarily digital, environmental, trade policy, and social and employment policies
- Good numerical skills and knowledge of MS Excel
- Strong research and analytical skills
- Excellent writing skills
- Proficiency in English is required. Knowledge of any of the CEE languages is an advantage
- Good time management and organisational skills. Attention to detail.

What we offer:

- part-time position, flexible with a study programme
- interesting assignments and an opportunity to gain experience in EU policy research and advocacy
- working in a dynamic and international environment
- the job is based remotely

How to apply

To apply for this position, please send your CV and cover letter to office@enterprisealliance.eu.