

Stage Profile – EuropaBio Spring/Summer 2010

EuropaBio

EuropaBio (www.europabio.org) is the political voice of the biotechnology industry in Europe, located in Brussels, Belgium. It has some 68 corporate and 7 associate members operating worldwide, 4 Bioregions and 25 national biotechnology associations, representing 1800 small and medium sized biotech companies in Europe. Its members are involved in research, development, testing, manufacturing and commercialisation of biotechnology products and processes, and have a wide range of activities: human and animal health care, diagnostics, bio-informatics, chemicals, crop protection, agriculture, food and environmental products and services.

Tasks/Projects

The Stage will be located within EuropaBio's Communications Unit and is for a six month period from January to July 2010. The Stagiaire will be asked to:

- Assist in researching and drafting new communications materials and reports
- Monitor the Press on a daily basis and update the press database on an ongoing basis
- Help prepare EuropaBio events including Council Meetings and other events
- Assist in updating the public website (training provided)
- Help with a broad range of communications tasks supporting the work of EuropaBio's communications department and Secretary General

Candidate Profile

Essential

- **Must currently be a student** (*Convention de Stage* or agreement with University to undertake internship as part of study strictly necessary)
- **Must be an EU citizen**
- English mother tongue or equivalent
- Strong drafting skills and attention to detail
- Good team player but also capable of working independently
- An interest in the three key areas of healthcare, biofuels and agricultural biotechnology
- MS Computer Skills

Desirable

- A good knowledge of European Affairs
- A strong interest and knowledge of new media and web design (Front page a plus)
- Second language

Terms and conditions

Working hours are from 09:00 until 18:00 Monday to Friday with a one hour break for lunch. EuropaBio meets local Health and safety requirements for the intern and will insure placement students against accidents in the workplace. The intern will be entitled to six days holiday plus national bank holidays.

To apply

To apply for this internship, please send your CV and a cover letter to Joanna Dupont Inglis, Communications Manager, j.dupont@europabio.org with the subject line "Communications Trainee".