



Communications and Events Intern

EuropaBio

EuropaBio works through an outstanding team of motivated and dedicated individuals to promote an innovative and dynamic biotechnology-based industry in Europe. Our corporate members are involved in research, development, testing, manufacturing and commercialisation of biotechnology products and processes. Our corporate members have a wide range of activities: human and animal health care, diagnostics, bio-informatics, chemicals, crop protection, agriculture, food and environmental products and services. We also coordinate an SME platform and represent a number of national biotechnology associations in Europe, which in turn represent more than 1.800 biotech SMEs. Learn more about EuropaBio on www.europabio.org.

We have a small but dynamic multinational communications team working on important channels and activities promoting the European biotechnology industry. We are looking for extra support from a reliable and motivated intern with a demonstrated interest in communications and a highly proficient level of English.

This internship would provide you with valuable insights, contacts and experience in EU communications, social media, digital media tools, science communications or biotechnology.

Please keep in mind that this is a pure communications role, not EU public/government affairs.

Expected tasks

- Media monitoring and daily team newflash
- Drafting of Newsletter(s)
- Assisting in production of digital content
- Providing web management support
- Feeding social media channels
- Carrying out event marketing, organisation and logistics
- Providing overall support for communications work

Candidate profile

Essential

- Studies or **demonstrated strong interest in communications**, public relations, journalism, or media. Applicants with EU affairs/politics background or interest should apply only if they demonstrate a strong interest in communications.

- **Exceptional English language skills.** Candidates should either be native English speakers or demonstrate a highly proficient level of English through work experience or years of study in English, or through internationally recognised language certificates (IELTS, TOEFL, CPE, etc.).
- Reliable, well organised and eager to learn
- Professional attitude, strong team player and ability to work collaboratively
- Careful attention to details
- EU citizenship
- Must **NOT** have already completed an 'immersion professionnelle' or have already undertaken full time professional employment
- Ability to begin internship no later than May 2019

Desirable

- Experience with social media management and/or graphic design tools and event organisation
- Excellent writing skills in English
- An interest in biotechnology, industry, innovation

Terms and conditions

An internship contract under Belgian law (convention immersion professionnelle) will be signed between the successful candidate and Europabio for a maximum period of 6 months. Working hours are from 09:00 until 18:00, Monday to Friday, with a one-hour break for lunch. The intern will be entitled to 6 vacation days plus national bank holidays, as well as restaurant tickets.

Application

To apply, please send a **maximum two-page CV** and a **maximum one-page cover letter** to e.nevius@europabio.org with the subject "Communications Intern" **by 19 April 2019**.

Given the size of our team and the time constraints, we will not be able to respond to applications that do not meet the essential requirements above and the page limits for the CV and cover letter. We are grateful for your understanding and your interest in EuropaBio.

EuropaBio aisbl

Avenue de l'Armée 6, 1040 Brussels, Belgium

+32 2 735 03 13 | +32 2 735 49 60

www.europabio.org | VAT: BE 0477 520 310

