

Public Affairs Intern

Industrial Biotechnology Team - EuropaBio

EuropaBio, the European Association for Bioindustries, is the recognised voice of the European biotech community championing world-class solutions for society's challenges. EuropaBio and its members are committed to the socially responsible use of biotechnology to improve quality of life, to prevent, diagnose, treat and cure diseases, to improve the quality and quantity of food and feedstuffs and to move towards a bio-based and zero-waste economy.

Industrial (also known as white) biotech is used to develop new enzymes for industrial use, which can convert renewable raw materials (such as crops, or crop residues) into the everyday products such as chemicals, plastics, fuels, textiles, cosmetics or home care products, which have been traditionally sourced from fossil carbon. As such, the technology is central to developing a smarter, more sustainable circular, bioeconomy based on renewables. Industrial Biotech is one of Europe's strengths in making a transition towards a more sustainable future.

The Industrial Biotechnology Team of EuropaBio is looking for a motivated intern for a period of 6 months to start in April 2019. You would be working within a small but dynamic multinational team, based at the EuropaBio secretariat, in Montgomery, Brussels.

This internship will provide valuable insights, contacts and experience for candidates interested in industry, circular bioeconomy, climate change, energy and environmental issues.

Tasks/Projects

The intern will be asked to assist with a range of tasks. These may include requests to:

- A core task will be to assist with preparation of the European Forum on Industrial Biotechnology and the Bioeconomy (EFIB) which is going to take place in Brussels in 30 September - 2 October 2019;
- Assist in updating, researching and drafting industrial biotech policy documents;
- Assist with meeting organisation including preparation for working group and Council meetings and assist with the drafting of minutes;
- Help monitor and map the developments and activities in and around the EU institutions;
- Attend external events and prepare briefing notes to summarise these for the Industrial Biotech team;
- Help with the preparation of internal and external communications materials and correspondence for the industrial biotech team.

Candidate Profile

Essential

- Graduate in EU affairs and/or law or other area relevant to Industrial Biotechnology;
- Must have a very high standard of both **written** and **spoken** English (office language);
- Reliable, well-organised and eager to learn;
- Needs strong drafting skills and attention to detail;
- Should be a good team player but also capable of working independently;
- Has an interest in sustainability, resource efficiency and the bioeconomy;
- Should possess a good understanding of the EU decision-making process;
- Professional attitude, strong team player and ability to work collaboratively;
- Should be able to produce work of a high standard, to use initiative and to regularly report on progress.

Desirable

- Experience in event organisation;
- An interest in agriculture, industry, innovation, the environment, climate change and energy.

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 "Industrial Biotechnology Intern" **by 30 March 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.