

## COMMUNICATIONS AND POLICY ASSISTANT ON LOW-CARBON CIRCULAR ECONOMY

<b>Salary</b>	Unsalaries position with reasonable travel and lunch expenses paid / possibility of extension under vocational immersion contract (CIP) (€1 100 gross per month)
<b>Location</b>	IEEP Brussels office
<b>Duration</b>	1 month from June 2020 / possible 6 additional months under CIP contract
<b>Deadline</b>	3 June 2020

### About IEEP:

The Institute for European Environmental Policy (IEEP) is a sustainability think tank. Working with stakeholders across EU institutions, international bodies, academia, civil society and industry, our team of policy professionals composed of economists, scientists and lawyers produce evidence-based research and policy insight.

Our work spans nine research areas and covers both short-term policy issues and long-term strategic studies. As a non-for-profit organisation with over 40-years of experience, we are committed to advancing impact-driven sustainability policy across the EU and the world. IEEP offices are based in Brussels and London; more information is available on our [website](#).

### IEEP and its Internship Programme

The IEEP internship programme aims to provide graduates valuable experience, give students doing a Masters or PhD thesis an opportunity to get practical insights into their thesis topics, and provide staff with assistance for research and administration.

Interns will learn about the dynamics of EU policy making, focusing on environmental and climate policy and environmental/climate aspects of other sectoral policies such as agriculture, energy, water and regional development. IEEP is concerned with raising awareness of European environmental policy and advancing policymaking along sustainable paths. IEEP achieves this through:

- Conducting policy relevant research projects;
- Writing commissioned reports, articles and briefing notes;
- Organisation of workshops and seminars; and
- Development of contacts with a range of policy makers, civil servants, academics, NGOs and other stakeholders.

Interns should expect to gain exposure to current European policy issues and processes and the working methods of a small independent institute. While an element of the internship is likely to be administrative in nature, the focus is to provide interns with the opportunity to assist in research projects and report /

paper writing, attend meetings with IEEP research staff and contribute to IEEP's information and advisory services, where appropriate.

### **IEEP and its vocational immersion contract (CIP)**

The 1-month unpaid internship can be followed by a paid vocational immersion contract, subject to approval by the Belgian authorities. The trainee will be then hired under the terms of a '[Convention d'immersion professionnelle](#)' under Belgian law. This means that the candidate will need to demonstrate that they have recently concluded education related to the post in question. This will be verified by the responsible government agency before the contract can be approved.

## Communications and policy assistant:

The successful applicant for this internship position will be embedded within IEEP's Low-carbon Circular Economy research programme, reporting directly to the Head of Programme and the organisation's Communications Manager.

### **They will:**

- o Support the implementation of IEEP's communications strategy and, within it, the specific communication objectives of the two research programmes, including:
  - Intelligence gathering and monitoring of European and international policy agenda (e.g. policy developments, meetings, news and opinions)
  - Copywriting, proofing and drafting of blogs and opinions
  - Managing of the website and social media
  - Developing external & internal newsletters
  - Maintaining the press database and relationships with press
  - Contributing to organisational and administrative tasks, including file management and event planning, including of the Think2030 conference and side-events
  - Assisting in developing new membership and partnership opportunities.
- o Undertake evidence-based analysis (literature reviews, data collection, interviews) to support ongoing and future policy papers and analysis of the research programmes

## Who we are looking for:

### **Interested applicants must:**

- have excellent written and spoken English and the ability to present information in a clear, precise and accessible style;
- have a desire to learn and take on challenging new tasks
- have a strong interest in communications and environmental sustainability
- have proficiency in the Office package (esp. Outlook, Word and PowerPoint)
- have good organisational and time management skills
- be capable of paying close attention to detail
- have basic knowledge or understanding of EU policymaking

### **In addition, it is advantageous if interested applicants:**

- have demonstrated experience in designing and using social media tools
- have contributed to the management of newsletters and/or bulletins (including at academic level)

- have experience of managing a (press) database and having liaised with press requests
- have experience in keeping or maintaining a blog
- have a proficiency in using the Adobe Creative Suite (especially InDesign; Photoshop and Illustrator)
- have a degree in a relevant subject (e.g. communications, journalism, design, environmental science, political science), or other degree with some previous experience working in this area
- have fluency in another European language

## How to apply

If you are interested in applying, please fill in the application form and send it together with your CV, two samples of writing and a motivation letter to [bbrzezinski@ieep.eu](mailto:bbrzezinski@ieep.eu).

In the subject of the email, please include: **LCCE Communications and Policy Assistant\_NAME\_SURNAME**

### Deadline

All applications must reach us by midnight CET on **3 June 2020**. Interviews are foreseen to take place the week of 8 June.

IEEP will refund approved interview travel expenses within Belgium; applicants from abroad will be interviewed by telephone or skype.

IEEP strives to be an equal opportunities employer and undertakes that there shall be no discrimination in employment policies, salaries or working conditions on grounds of race, ethnic origin, gender, disability, religious or other belief, sexual orientation, marital status or age.

For further information on IEEP, or how to apply please visit the IEEP website at <https://ieep.eu>

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