



Student Placement Programme- Fall 2025, starting September 15th, 2025

Communications Department

The Institute for European Environmental Policy (IEEP) is a leading sustainability think tank that has played a key role in European environmental policy development in the past 45 years in a range of relevant areas.

Are you passionate about environmental issues and eager to make a difference? IEEP is looking for a motivated and dedicated student to join our communications team for a maximum of 12 weeks programme. This is a fantastic opportunity to gain hands-on experience in the non-profit sector while contributing to meaningful engagements with the policymakers and learning from a small but very dedicated communications team.

Position Title: Student Placement, Communications Department

Location: Brussels Office/Remote

Duration: 10-12 weeks

Commitment: minimum 19h per week

Responsibilities:

- Assist with content creation for social media platforms, newsletters, and website
- Help develop and implement communication activities to raise awareness about the work of IEEP
- Support in drafting digital and written materials
- Assist in planning and executing events, campaigns, and outreach efforts
- Help monitor media coverage and track public engagement through analytics and reports

Qualifications:

- Currently enrolled in a relevant field of study which requires completion of obligatory work placement as part of curricula (Communications, Environmental Studies, Public Relations, Journalism, or related disciplines)
- Strong writing, editing, and proofreading skills in English
- Good knowledge of social media platforms and digital communication tools
- Excellent knowledge of English language, and additional language spoken is seen as an asset
- Passion for environmental issues and sustainability
- Self-motivated with excellent organizational and communication skills
- Ability to work both independently and as part of a team
- Previous internship or volunteer experience in communications is a plus but not required

Benefits:

- Gain hands-on experience in non-profit communications
- Work closely with a passionate and supportive team
- Opportunity to network with a variety of environmental experts
- Opportunity to learn about the functioning of the European policy making and the of science in policymaking processes
- Flexible work hours and potential for remote work

If you're ready to contribute your skills to support important environmental research and gain valuable experience in the communications field, we want to hear from you!

Application process:

Please send your resume, a cover letter, to recruitment@ieep.eu mentioning in the subject line: Student Comms

Applications will be accepted until February 28th, 2025

Join us in making a positive impact for our planet!

Please note that IEEP's Student Placement Programme offers unpaid positions as an opportunity to students who are obliged to commit to a certain number of working hours within an organization as part of their regular studies.

Graduate applicants shall not be considered in the scope of this call. Graduate applicants seeking their first employment are encouraged to apply for our paid internships once these are published over the course of a year.

IEEP is an independent, not for profit, institute with an educational mandate. It is headquartered in Brussels and has an office in the UK. For more information, please see our website: www.ieep.eu.

IEEP PRIVACY POLICY

This statement explains how IEEP handles and uses personal data we collect about our applicants. Where in this statement we refer to 'we' or 'our' or 'us' we are referring to IEEP and where we refer to 'you' or 'your' we are referring to job applicants.

What information do we collect about you?

We collect information about you when you apply for a role with us. This data includes everything that is in your application form, as well as any other data that you provide us with at the application stage.

How will we use the information about you?

We collect your information for the purpose of the recruitment process for which you have applied for. If we feel that your profile fits an alternative role within IEEP, we may pass your information to other colleagues within our organisation.

We will not disclose your information to any company outside of the IEEP Organisation, unless required to do so by law.

We will not use your data for marketing purposes.

How long will we keep your information for?

If you are successful in your application, we will provide you with a new privacy policy upon offer of employment, which will supersede this policy.

If you are unsuccessful, we will keep your information on file for 6 months after the application deadline date, after which it will be deleted.

Access to your information and correction:

You have the right to request a copy of the information that we hold about you. If you would like a copy of some or all of your personal information, please write to us at the following address. We may make a small charge for this service.

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

How to contact us:

If you have any questions about this policy, or would like further information, please contact us at:

BELGIUM:

Rue Joseph II 36-38
Bruxelles 1000
Belgium
+ 32 (0)2 738 7482

UK:

11-15 William road
London NW 3ER
UK