



Events & Membership Assistant (Internship)

Founded in 1976, IEEP has been over the past fifty years a key player in European environmental policy development in a range of areas including agriculture, biodiversity, circular economy, climate and natural resources, global challenges and trade, SDGs as well as environmental governance.

Our multidisciplinary and culturally diverse team undertake research and consultancy work on the development, implementation and evaluation of environmental and related policies, particularly in Europe. We deliver research for a wide range of actors including the EU institutions, national and regional authorities in different European countries, the European Parliament, NGOs, the private sector as well as international bodies.

IEEP is an independent, not for profit think tank with an educational mandate and founder of the Think Sustainable Europe platform of environmental think tanks. For more information, please see our website: www.ieep.eu.

We are looking for a dedicated and skilled individual to join us on this adventure and help us coordinate impactful events, foster strong relationships with our partners and members, and support a variety of internal and external initiatives! Apply for the position and become part of a fantastic work environment where diversity and creativity thrive.

Reporting to the Head of Networks and Governance Team, the Assistant will support the planning and execution of events (internal and external) and assist the development of relations with IEEP members (TSE - [Think Sustainable Europe](#) network) and partners. The Assistant will work closely with the Events & Membership Officer in execution of day-to-day tasks.

This role offers hands-on experience in organizing impactful events both online and onsite, fostering an informed and engaged community of member organizations, and contributing to project execution as required. Ideal for someone motivated to learn and grow in the events and membership field in the ever-changing EU policy landscape.

Key tasks include but are not limited to:

- Assist the Events & Membership Officer in organising internal and external meetings, including any logistical and administrative support
- Collaborate with the rest of the Networks & Governance team to manage the TSE membership related tasks as required, including management of databases and relevant platforms
- Collaborate with the IT officer and Communications team in event organization, as required

- Engage in the execution of organisational and administrative arrangements, including travel arrangement
- Prepare impactful presentations and comprehensive background notes based on instructions of the Head of programme and current priorities

Skills & Qualifications required:

- Bachelor's degree in administration, event management, communication or any other relevant field
- Excellent organizational skills
- Good communicator and motivated to network
- Able to work independently and as a part of a team
- Proactive and responsive with the ability to quickly understand tasks and situations.
- Have an excellent command of the English language (written& verbal), any additional language will be seen as an asset
- Knowledge of EU environment legislation will be considered a plus.

Conditions of Employment:

IEEP and its Convention d'immersion professionnelle (CIP)

IEEP aims to provide valuable experience to those looking to pursue a career in the non-profit sector. The successful candidate will be hired under the terms of Belgian law "Convention d'immersion professionnelle". The programme is designed to provide newly graduates/young professionals entering the job market with work experience, allowing them to get insights into their studies topics and gain practical experience in a specific field whilst providing IEEP team with assistance in their ongoing activities. The position is offered on a 6 months basis with the perspective of employment upon successful completion of the internship.

In addition, the successful candidate will learn about the dynamics of EU policymaking, focusing on environmental and climate policy and environmental/climate aspects of other sectoral policies.

Remuneration: € 1300 gross per month

Benefits: meal vouchers, non-taxable working from home allowance in the amount of 154 Euro monthly, non-taxable remuneration of 20 Euro monthly for home internet, paid Brussels public transport, possibility to work on compressed hours choosing between a 4, 4.5 or 5 day weekly working schedule, possibility to work remotely outside of Belgium 20 working days (internal rules apply), contribution towards equipping the home office (limits apply)

Location: IEEP Brussels office (hybrid schedule alternating between work from the office and work from home)

Duration: CIP contract (paid internship) of 6 months with the perspective of employment following successful completion of internship

Starting date: ASAP, latest end March 2025

The CIP contract is offered on a full-time basis (38h per week) based on eligibility - EU citizens and candidates who are legally allowed to work in the EU shall be considered eligible.

Application process

To be considered for this position, please send your CV and a short cover letter (max 1 page) to recruitment@ieep.eu, clearly marking the title of the email: '**IEEP Events Assistant: YOUR NAME**'.

Deadline for application: 18th February 2025.

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, gender re-assignment, disability, religious or other belief, sexual orientation, marital or civil partnership status or age.

For further information on IEEP, please visit the IEEP website at 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