

INTERNSHIP COMMUNICATIONS & POLICY INTERN

RESPONSIBILITIES

The intern would provide support for the organisation of a Congress taking place in November and give support to the Secretariat on topics related to policy issues in Sustainability, Economic Affairs and Regulatory Affairs. The responsibilities include:

Communications responsibilities

- ✦ Provide support in the coordination of the CAOBISCO 2024 Congress (such as RSVP's, badges, collecting Biographies, coordination with panellists and moderator, etc.).
- ✦ Manage CAOBISCO's social media activities prior and during the Congress.
- ✦ Support in the maintenance of the CAOBISCO website and intranet.
- ✦ Prepare and design communication material needed based on content transmitted by other managers.

Policy responsibilities

- ✦ Help to prepare and participate in meetings and events.
- ✦ Conduct background research and prepare analysis on relevant policy dossiers.
- ✦ Monitor political and policy developments in Brussels affecting our sector.
- ✦ Attend and report on conferences, events and seminars organised by the Commission, Council, Parliament and other stakeholders.

Reporting:

The intern reports directly to the Director General.

PROFILE

CAOBISCO is looking for a public affairs profile preferably with:

- ✦ An academic background in European affairs, politics, international relations or similar,
- ✦ General knowledge and interest in the EU, its processes and policies
- ✦ Solid communication skills and a desire to develop a personal network in Brussels
- ✦ Verbal & written fluency in English
- ✦ Past experience in event management considered a plus

WHAT WE OFFER:

- ✦ The opportunity to work in Brussels at the interface between industry and politics
- ✦ Insights into the confectionery world
- ✦ A good platform for embarking on a career in EU affairs.
- ✦ A 3-month traineeship with contract, paid according to status of applicant. Full-time (38h/week) in our Brussels office, with min. 1 day working from home.

Contact details

To apply please send your CV to Muriel Korter, Director-General, Muriel.korter@caobisco.eu