

**POSITION OPEN AT EUROCHAMBRES
POLICY INTERNSHIP**

Closing date: 25 June 2021

About EUROCHAMBRES :

EUROCHAMBRES is the Association of European Chambers of Commerce and Industry. Established in 1958, it is one of the largest business representative organisations in Brussels, representing over 20 million companies through 45 members (www.eurochambres.eu) and a European network of 1,700 regional and local Chambers.

About the position :

EUROCHAMBRES is looking for an intern for a 6 month period from September 2021 to February 2022 with possibility of extension to contribute to its work on SMEs and economic policy. A candidate with a strong background in economics and statistics is required given that the intern will in particular provide support in the preparation of a major annual business survey.

Tasks of the intern :

Support in the preparation of EUROCHAMBRES' main annual economic publication (EUROCHAMBRES Economic Survey) and its promotion/communication;
Organisation of online meetings and events (invitations, registrations, minutes, etc.);
General support for all policy priorities (legislative monitoring, research concerning businesses and Chambers, preparation of background notes, briefings and report)

Requirements for the applicants :

- Applied economics background;
- Solid statistical processing and analytical skills;
- Sound knowledge of Excel;
- Familiarity with the EU institutions and processes or willingness to learn about European decision-making procedures;

- Strong organisational and interpersonal skills;
- Familiarity with digital communications and social media;
- Reliability, adaptability and capacity to prioritise;
- Excellent written and spoken English

How to apply?

Via email to job@eurochambres.eu by 25 June 2021, with the subject line 'Policy Internship'.

Application must contain :

- A cover letter in English setting out your suitability and why you would like to join EUROCHAMBRES.
- A CV in English

In view of the amount of application that EUROCHAMBRES receives , please note that only pre-selected candidates will be contacted
