

**POSITION OPEN: JUNIOR POLICY ADVISOR****Deadline for applications: 25 January 2022**

EUROCHAMBRES is the European association of Chambers of Commerce and Industry, representing the interests of 2000 Chambers and their 20 million business members across over 40 countries and all sectors of the economy (for more information: [www.eurochambres.eu](http://www.eurochambres.eu)).

EUROCHAMBRES is currently seeking to recruit a full-time **Junior Policy Advisor** to support the policy team in all EUROCHAMBRES' priorities. This is a great opportunity for a recent graduate looking to develop a career in EU public affairs and to help a leading European business association to engage with policy-makers on a range of key forthcoming dossiers.

**Responsibilities:**

- Monitor and report on EU policy developments;
- Support the EUROCHAMBRES policy team in their work with policy committees, sub-committees and working Groups ;
- Help with the organisation of committee meetings, workshops, webinars and conferences;
- Prepare evidence-based advocacy input, such as surveys, reports and studies, notably annual EUROCHAMBRES Economic Survey;
- Assist in the preparation of communication material.

**Requirements:**

- University degree in Economics, Law, or Politics, EU studies or related relevant fields;
- A minimum of one year's experience in an EU institution, European association, international organisation;
- Solid knowledge of Excel;
- Experience in processing, analysing and interpreting data;
- A good knowledge of EU processes, institutions and policies;
- Strong organisational and interpersonal skills;
- Familiarity with digital communications and social media;
- A team-player, with a proactive attitude, a sense of initiative and self-motivation
- Ability to build and maintain relationships with internal and external contacts;
- Fluent in English (both written and spoken) and at least one other official EU language;

**We offer:**

- A challenging international working environment;
- Possibility to develop a strong network with relevant stakeholders acting in EU policy areas;
- Indefinite contract;
- Competitive advantages in addition to the remuneration (hospitalisation insurance, medical and dental insurance, luncheon vouchers, 13th month, extra-legal holidays) ;

**How to apply?**

Candidates should submit their letter of motivation and CV to [job@eurochambres.eu](mailto:job@eurochambres.eu) by **25 January 2022** with the subject line 'Junior Policy Advisor'. Only pre-selected candidates will be contacted. Please refer carefully to the requirements, as applications that do not correspond to them will be automatically rejected.