

## POSITION OPEN AT EUROCHAMBRES POLICY INTERNSHIP

**Closing date: 31 May 2023**

### 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](http://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 2023 with possibility of extension, to contribute to its work on SMEs and economic policy. The candidate should be in possess of a solid background in applied economics given that the selected intern will provide support in the preparation of annual publications (Eurochambres Economic Survey, Global Economic Survey and Single Market Barriers Report).

### Tasks of the intern:

- Support in the preparation of Eurochambres' above-mentioned surveys, their promotion and 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 reports).

### Requirements for the applicants:

- University degree in economics or political science.
- Applied economics background, analytical skills, capacity to perform quantitative and qualitative data analysis and visualise the findings.
- Knowledge on MS Office (in particular MS Excel, Word, PowerPoint).
- Familiarity with the EU institutions and processes or willingness to learn about European decision-making procedures.
- Strong organisational and interpersonal skills.
- Team player.
- Familiarity with digital communications and social media.
- Reliability, adaptability and capacity to prioritise.
- Excellent written and spoken English.

### What we offer:

- A first working experience in one of the largest European business organisation in Brussels.
- An opportunity to work closely with key European Institutions.
- The possibility to integrate an international, young and dynamic team of professionals.

### How to apply?

Please send an email to [job@eurochambres.eu](mailto:job@eurochambres.eu) by 31 May 2023, with the subject line 'Policy Internship', your CV and cover letter in English setting out your suitability and your motivations to join Eurochambres.

In view of the number of applications received, only pre-selected candidates will be contacted.