



## COMMUNICATIONS INTERNSHIP

<b>Salary</b>	Unsalaries placement with local travel and lunch expenses paid
<b>Location</b>	IEEP London office
<b>Duration</b>	3-6 months

The Institute for European Environmental Policy (IEEP) is a leading think tank for the analysis, understanding and advancement of environmental, agricultural and related policies in Europe. We undertake work for a wide range of clients from the EU institutions, the United Nations, national and regional government departments, agencies, parliamentarians, NGOs, and work closely with partners and academics on innovative policy research. IEEP offices are based in London and Brussels; more information is available on our [website](#).

We currently have an internship vacancy within our Communications team in our **London office**, to contribute to a range of activities related to communicating and disseminating IEEP's work.

The IEEP Communication team consist of three staff members focusing, *inter alia*, on internal and external communications including website management and design, media and public relations, dissemination of informational and promotional material, internal information flow. The internship would be of particular interest for those having experience in event organisation and outreach via social media. The successful candidate will be introduced to the day-to-day communications in an energetic think tank setting, with specific emphasis on communication opportunities and challenges related to the key environmental policy issues currently on the EU and global agenda.

### ***Internship description***

The successful candidate would support the work of the IEEP Communication team in both improving existing and developing new communications tools, channels and processes. In addition, the intern would play a key role in organising and coordinating the outreach activities related to the IEEP 40<sup>th</sup> Anniversary in 2016, including an event in London and Brussels.

Specifically, the internship work would involve:

- Planning, coordinating and organising the IEEP 40<sup>th</sup> Anniversary event;
- Supporting the development of IEEP's social media strategy (e.g. furthering our presence on Twitter, LinkedIn and other relevant social media channels);
- Contributing to day-to-day organisational and administrative tasks related to IEEP communications.

The candidate would be asked to work 32 hours (4 days including 1 hour for lunch) per week unless agreed otherwise in advance; however, consideration would also be given to applicants wishing to

work part time (minimum two days/week). The position would ideally start on 1<sup>st</sup> February and would be for 3 – 6 months. Please clearly indicate your availability in the motivation / cover letter.

### ***Intern profile***

Interested applicants must:

- have demonstrated experience in organising and coordinating events and/or conferences;
- have a high proficiency in the Office package (esp. Outlook, Word and PowerPoint);
- have excellent written and spoken English and the ability to present information in a clear, precise and accessible style;
- have excellent organisational and time management skills;
- be reliable and capable of paying close attention to detail; and
- have a proven record of showing initiative and being flexible with regard to the tasks they are asked to complete.

In addition, it is advantageous if interested applicants:

- have a proficiency in using the Adobe Creative Suite (especially InDesign; Photoshop and Illustrator would be an advantage);
- have a degree in a relevant subject (e.g. communications, journalism, design), or other degree with some previous experience working in this area;
- have knowledge of video animation and/or video editing;
- have experience of management of photo libraries;
- have demonstrated interest in communication and promotion (e.g. through the use of different social media platforms); and
- an interest in environmental issues.

Fluency in English is essential; proficiency in any other European languages is advantageous.

### ***IEEP and its Internship Programme***

The IEEP internship programme aims to provide internships in order to develop early career progression or change of career and to benefit future career paths. Interns assist the IEEP staff research activities and get practical insights into environmental policy and/or working in an environmental think tank. We commit to provide supervision, coaching and support throughout the internship to give graduates valuable work experience and provide advice and support on writing your CV and application forms.

### ***Application guidelines***

If you are interested in applying, please fill in the application form ([download here](#)) and send it together with your CV to [mpantzar@ieep.eu](mailto:mpantzar@ieep.eu). In the subject line of the email, please include: “**Intern COMMS\_NAME\_SURNAME**”.

**We expect all applications by 10 January.** Interviews will be held in the London office (or by telephone/ Skype if needed).

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, disability, religious or other belief, sexual orientation, marital status or age.