



The Council of European Energy Regulators (CEER)

is seeking an Intern to support the Communications and Policy activities in its Brussels-based Secretariat.

CEER is a not-for-profit association under Belgian law and is the independent voice of 39 national energy regulators from across Europe. Through CEER and its Secretariat based in Brussels, European energy regulators cooperate, exchange best practice and develop regulatory policy to benefit Europe's energy consumers. Further information is available at www.ceer.eu.

Job Profile

The Intern will primarily be responsible for providing administrative assistance to CEER's communications activities, but also assist the Working Group Coordinators with the preparation of working groups and related deliverables.

This is a full-time paid internship (Convention d'Immersion Professionnelle) that is available exclusively to recent graduates who are seeking a first work experience with a strong interest in Communications and working for an international organisation. Its duration will be 6 months.

Duties (non-exhaustive)

- Providing administrative support to the running and organisation of CEER's communications activities (drafting social media posts, implementing newsletters in mailchimp, collating analytics, etc.);
- Assisting Working Group Coordinators in organising the working groups and delivering their work items (implementing surveys in the database tool, finalising reports, organising webinars and workshops);
- Researching and collecting information as per various requests;
- Supporting with the update of the contacts database and mapping stakeholders;
- Assisting with designing communications deliverables (brochures, factsheets, reports, social media visuals by using Canva);
- Assisting with the organisation and administration of cross-Secretariat events such as workshops and conferences.
- Providing general office and logistical support, contributing to deliverable coordination and efficiency within the small and dynamic CEER Secretariat.

Requirements

- University degree or equivalent (in communications, marketing, European studies, political science, public relations or similar);
- Excellent written and oral command of English is a must;
- Flexible, pro-active attitude with strong organisational skills, and an eagerness to learn on the job;
- Professional experience working in an office environment is a plus;
- Interest in energy policy is a plus;
- Previous experience in communications and social media management is a plus; and
- Good knowledge of IT systems, including Microsoft applications generally, social media and website maintenance.
- You must have the right to work in the EU before applying for this position.

If interested please send your letter of application and CV to brussels@ceer.eu by **18:00 CEST Friday, 19 August 2022**

We thank you in advance for your interest in this internship. Please note however that only shortlisted candidates will be contacted.

Privacy Policy:

In line with the General Data Protection Regulation (GDPR), the CEER Secretariat will retain CVs for all applicants for a period of 6 months after the closing date of this vacancy, to then be destroyed. If you are not appointed and have any objections to this retention policy, please contact the CEER Secretariat and your cover letter and CV will be deleted from our files.