

## **EUNIC Brussels**

### **INTERNSHIP**

*The Brussels cluster of the European Union National Institutes for Culture, EUNIC Brussels, is looking for a trainee to its cluster of 31 members in order to accomplish administrative, organisational and communication tasks. The location of the internship is at The Finnish Cultural Institute for the Benelux. We are looking for candidates who are consciously preparing for their future career and interested in the field of international relations and cultural diplomacy.*

**Period:** 5 to 10 months

**Start date:** 1<sup>st</sup> September 2021

**Application deadline:** 20<sup>th</sup> of March 2021

**Related fields:** communication, international studies, cultural management, event organization, any other relevant field

**Education level:** bachelor and/or masters (mid or completed studies)

**Language:** English

**Places:** 1 person (In case of 5 months period: 2 persons). Please indicate your preferred duration in your application

**Location of the internship:** Brussels

**Working hours:** 30 hours/ week, flexible agenda

**Housing allowance:** max. 500 Euros / month

### **What we expect:**

- Excellent knowledge of English both spoken and written (French knowledge is seen an asset)
- Basic computing skills
- Commitment to culture and working in a group
- Good communication skills both spoken and written
- Social media skills (Facebook, Twitter, Instagram etc.)
- Creativity, problem solving skills
- Good management skills and work independently

### **What we offer:**

- An insight into the work of an international network
- Development in communication skills
- International networking
- An insight into the bilateral and multilateral diplomacy in Brussels

**Tasks:**

- Organisation of meetings
- Meeting arrangements (invitation of participants, agenda setting, writing protocols and notes)
- Coordination of the projects of EUNIC Brussels and participation in the meetings of working groups
- Participation in events of EUNIC Brussels
- Follow-up of projects
- Maintaining relations with members of the cluster (other cultural institutions)
- Communication with EUNIC Global
- Updating newsletters
- Social media communication (Facebook, Twitter, Instagram)
- Facilitating the internal communication of the cluster

**How to apply:**

For this position, we ask for your **anonymous applications**. Please send your CV with a cover letter in English to [info@finncult.be](mailto:info@finncult.be), omitting the following information: name, gender, age, and nationality. Please do not include photographs with your application.

**Application deadline: 20<sup>th</sup> March 2021**