

February 2021

Projects and Research Internship

Eurodiaconia is offering an intern position in our Brussels office in the area of projects and research. This internship will run for 12 months, subject to approval by the Belgian authorities on internships, starting as soon as possible. This is an exciting opportunity for candidates that are pro-active, flexible and with the ability to multi-task and manage their own working time.

Eurodiaconia represents a dynamic, Europe wide community of organisations founded in the Christian faith and working together in the tradition of Diaconia, who are committed to a Europe of solidarity, equality and justice. Eurodiaconia and its members work to bring about positive change for people and society.

Tasks of the internship will include:

- Working with the Policy, Projects and Research Officer by supporting the development of project ideas and writing project applications
- Monitoring policy developments regarding EU funds and providing information on funding opportunities to members
- Assisting with ongoing project reporting
- Assisting with research tasks, mainly in the field of Diaconal research

We expect

- An ability to appreciate and relate to the Eurodiaconia mission, vision and values.
- Knowledge of the EU institutions
- Relevant university studies or equivalent work experience in EU Projects
- Knowledge of EU funding programmes and the EU long-term budget (MFF)
- Excellent people skills and written and oral communication skills
- Excellent command of written and spoken English, any other language is an asset
- IT literacy

Applications

The candidate should either qualify for a) the “*Convention d’immersion professionnelle*”, where this should be the first paid employment in Belgium and where the salary shall follow the guidelines set by the Belgian state, This is a paid internship and lunch vouchers, assistance with travel costs (subject to distance), and hospital insurance will be also provided.

Please send your CV and a one page cover letter explaining your motivation for this internship and why you would be a good candidate based on your experience and skills by email only by 10 February 2021 to recruitment@eurodiaconia.org. We will review applications on a rolling basis and reserve the right to appoint someone before the deadline.

Please note, that due to the ongoing COVID-19 situation, it is likely that some if not all working time will be spent working from home. Candidates should consider this in their application. However, candidates must be registered in Belgium for legal reasons.

Please indicate in the subject header "Projects and Research Internship." Applications should be addressed to Ms. Heather Roy, Secretary General. We regret that due to the high volume of applications likely to be received only candidates selected for an interview will be contacted. Applicants must already have the right to live and work in the European Union.