

## **NEW OPEN VACANCY : Policy and Project Management Intern**

The European Federation of Education Employers is looking for a Policy and Project Management Intern to join us full-time for a period ranging between six months and one year, starting no later than **02 september** **2024**. EFEE offers you the opportunity to work in a dynamic organisation that operates at the forefront of social and educational policy developments in Europe. We have a flat and open organisational structure, providing great room for personal and professional development. This post is located in Brussels yet homeworking is frequent. Extensive travel within Europe may be required.

About EFEE

The European Federation of Education Employers (EFEE) is a dynamic European organisation created in February 2009 to represent the interests of employers in the strategic and highly diverse education sector. EFEE is the only organisation to be officially accredited by the European Commission as a social partner representing employers in the Education sector. Together with our partners in the European Trade Union Committee for Education (ETUCE), we form the European Sectoral Social Dialogue Committee in Education (ESSDE). EFEE, therefore, plays a key role in policy-making at European level and is represented, along with its members, at a wide range of high-level conferences and events.

As European social partners, we represent the interests of 60 education employers and providers from 25 different European countries on all education levels: pre-school, primary and secondary education, VET and Higher Education and Research. In our work, we are tackling a wide range of fundamental topics, including: education for environmental sustainability, education in the digital age, the attractiveness of the teaching profession, Social Dialogue promotion and capacity building, occupational health and safety and many more.

EFEE routinely organises and takes part in a variety of activities such as policy working groups, peer learning activities across Europe, thematic high level working groups, EU events in Brussels and European Social Dialogue projects.

For more information visit our website: <https://educationemployers.eu/>

**Tasks and responsibilities**

* Organise meetings with project partners: prepare agenda, contact participants, draft minutes/reports, etc.
* Assist with the logistics of the organisation of project events (webinars and in-person conference): draft agenda, invite speakers, invites participantes, arrange venue, travel, and accommodation, etc.
* Assist with the reporting of projects: keep track of deliverables, produce brief reports, report on project expenses
* Preparation of social media inputs
* Collect relevant information from stakeholders
* Coordinate services for events, such as accommodation and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing and event security.
* Continuous communication with board members and project partners through MS Teams, emails and online meetings
* Assist in policy work (to be defined).

Additional tasks are negotiated during the internship, depending on the motivation and abilities of the intern.

**Practical Details**

* The internship takes place in Brussels (Belgium) for a period of 6 months to 1 year
* We have a 38-hour week (7,5 hours per day, 5 days per week).
* Work can be hybrid alternating between home-office and at least Two office days per week in addition to the meetings and events that might take place each week
* The project events take place in different countries. The Policy and Project Management Intern is expected to be available to travel to these events.
* The organisation covers travel expenses in the function of work activities and other expenses incurred as part of work activities.
* The intern needs to have a funding grant such as Erasmus +, mobility grant from a Chamber of Commerce, aid from the Belgian Government such as Actiris International Erasmus Pro, etc.

**Qualifications Required**

* Bachelor's or Master's degree
* Proficient in use of MS Office package
* Strong communication skills
* Analytical skills to understand EU policy frameworks
* Advanced level of English both in speaking and writi
* English level (C1/C2)
* Organisation skills and efficiency
* Attention to details is highly relevant for this position
* Negotiation skills — Bringing others together and trying to reconcile differences.
* Be available, flexible and motivated.
* Proactive, responsible and able to work independently

*Interested? Please send your application composed of:*

*Curriculum Vitae (max. 1 page~~s~~)*

*Motivation Letter (max. 1 page)*

*In your application please indicate the funding mechanism (Erasmus+ grant, other) that you are planning to have.*

*before 30th April 2024 to:* [*ophelie.peillex@educationemployers.eu*](mailto:ophelie.peillex@educationemployers.eu) *and* [*monika.hoangthe@educationemployers.eu*](mailto:monika.hoangthe@educationemployers.eu) *in copy*