

PROJECT MANAGEMENT AND POLICY INTERNSHIP

European Federation of Education Employers

About EFEE

The **European Federation of Education Employers (EFEE)** is a dynamic European organisation that represents the interests of employers in the education and training sector. EFEE is the only organisation to be officially accredited by the **European Commission** as a **social partner** representing education employers. 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 policymaking 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 61 education employers and providers from 26 different European countries on all education levels: preschool, 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 about our organisation and our current projects visit our **website**: <https://educationemployers.eu/>

Project and Policy management internship at EFEE

The European Federation of Education Employers is looking for a **full-time intern** to assist with the **management of European projects and policy**. This involves a variety of tasks ranging from the organisation of meetings and events across Europe to continuous communication with project partners and dissemination of activities. The intern will conduct in-depth research on policy issues, help shape policy recommendations, and contribute to EFEE's policy vision in close collaboration with our network of partners.

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 conferences): draft agenda, invite speakers, invite participants, arrange venue, travel and accommodation, etc.
- Assist with the reporting of projects: keep track of deliverables, produce brief reports, and report on project expenses.
- Communication:

- Continuous communication with project partners through MS Teams, emails and online meetings.
- Continuous dissemination of project outputs.
- Conduct detailed research on key education policy issues to provide valuable insights and data.
- Draft position papers and respond to consultations to represent EFEE's stance on key issues.
- Assist in developing policy recommendations of the European projects and address the needs of education employers.

The Project Management and Policy intern will remain under the supervision of an EFEE **Project and Policy Manager**.

Technical details

- The internship will be based in **Brussels, Belgium**, and will last for a duration of **6 months to 1 year**. We are looking for a **start date between 3rd and 14th February**.
- We have a 38-hour week (7,5 hours per day, 5 days per week).
- Work is **hybrid** alternating between home-office and at least **three office days per week**, in addition to the meetings and events that might take place each week.
- The project events often take place in different countries. The Project Management and Policy 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 be eligible for a **funding grant** such as Erasmus +, a mobility grant from a Chamber of Commerce, Eurodyssey, aid from the Belgian Government such as Actiris International Erasmus Pro, etc.

Qualifications required

- **Bachelor's or master's degree** in a relevant subject (international relations, political science, business administration...).
- Analytical skills to **understand European projects** and EU policy frameworks.
- Excellent **research skills** to gather, analyse, and interpret relevant information.
- **Proficiency in English** – orally and in writing (minimum C1 level)
- Organisation skills, out-of-the-box thinking, willingness to listen and implement feedback and a can-do attitude.
- Proactive, responsible and able to work independently.
- Computer skills: Proficiency in the use of **Microsoft 365**, especially Microsoft Teams.

We encourage you to apply, even if you think you do not “tick all the boxes”!

Interested? Apply now!

Please send us your application to ines.vanderweij@educationemployers.eu with monika.hoangthe@educationemployers.eu in CC including:

- Your **Curriculum Vitae**.
- A **motivation letter**: why are you the best candidate for this position? (1 page maximum).
- Confirmation of your **eligibility** to a **funding mechanism**: Erasmus+, Chamber of Commerce, Eurodyssey...

Without these three elements, we will not be able to consider your application.

We are accepting applications until **December 20th 2024**.