



## **Traineeship in CEMR Territories Team**

### **4 months: 30 August – 23 December 2021**

The Council of European Municipalities and Regions is the largest network of local and regional governments in Europe. Together with its 60 associations in over 40 countries, CEMR promotes the construction of a united and democratic Europe based on local self-government, respect for the principle of subsidiarity and citizen participation to achieve this goal, it endeavours to shape the future of Europe by enhancing the local and regional contribution to the EU agenda, by 1. seeking to influence European law and policy and 2. promoting the exchange of experience at local and regional level and cooperating with partners in other parts of the world.

Our activities revolve around themes such as climate and environment, decentralised cooperation, citizenship and territories.

CEMR is currently looking for an intern for the autumn.

#### **You**

Are you currently affiliated with a University?

Are you interested in EU issues like cohesion policy, territorial development or local finances?

Are you ready to intern for 4 months this autumn?

Then maybe CEMR is a good choice for you!

#### **Opportunity for you in CEMR Territories Team**

The intern will support the Territories team, working on various themes such as cohesion policy and territorial development local finances, EU governance, digitalisation, public services, etc. He/She will support the work on communication and policy.

Work in a dynamic international team;

Learn about EU affairs and decision-making process and gain really valuable experience in the field of public advocacy;

Experience a friendly working environment.

#### **You will**

##### **Help prepare and organise meetings and events**

- Assist in tasks related to communication and event preparation such as: experts group, webinars and project meetings or the European Week of Regions and Cities, among others

##### **Assist the team in its lobbying and communication activities**

- Contribute to communication and social media activities strategy of the team, media monitoring, support in media coverage of events, draft and translate articles. Follow legislative agenda on different topics such as cohesion policy, urban and rural development, EU recovery, digitalisation, employment, social policies, etc.
- Contribute to inform members through regular internal updates, policy brief and timelines.

**Assist the team in their external-funded activities**

- Support the our externally funded activities: Reference Framework for Sustainable Cities, European dialogue - Local solutions.
- Helpdesk support, specific research and analysis

**Provide assistance for drafting articles, reports, publications or case studies**

- reports following participation in meetings or events such as expert group meetings, communication exchanges, information meetings

**Attend weekly team meetings and other meetings when relevant**

The list of tasks is not exhaustive and can be adapted and completed depending on the organisation's needs but also on candidate's interest and experience.

**What we would like from you**

A strong interest in the thematic;

Good communication and drafting skills;

Very good English; French desirable;

IT Tools: Word; Excel, Power Point;

Good team player;

Use of social media.

**Who will support you during your internship?**

The Team Territories; other CEMR teams.

**Additional information**

- You will get daily meal vouchers and Brussels monthly tickets if you work from the office;
- The traineeship is based in Brussels, in a modern, well-situated office in the European Quarter. However, we are currently working from home, until further recommendations from the Belgium Government.

**How to apply?**

Interested? Send your CV by 16 June to the following address [internship@ccre-cemr.org](mailto:internship@ccre-cemr.org). Please include a short cover letter, in English or French, describing why you are a great fit for the role.

**Find us**

- Online: [www.cemr.eu](http://www.cemr.eu)
- Twitter: [twitter.com/CCRECEMR](https://twitter.com/CCRECEMR)