



The European Association of Paritarian Institutions - AEIP is looking for an Intern to assist with project management, office administration & policy in Brussels

Position title: Intern

Field: Project management, office administration and policy

Job Location: Brussels

Application Deadline: 2nd January 2026

Internship period: from 2 February to 10 July 2026

The European Association of Paritarian Institutions of Social Protection (AEIP) is seeking motivated young professionals in administration, project management and EU affairs to join its Brussels team as **a full-time paid intern**.

This opportunity offers hands-on experience in office management, project coordination, and active support for [AEIP's working groups](#). As an intern, you will play a key role in implementing our Action Plan, gaining valuable insights into the functioning of a European advocacy association.

The candidate should ideally have the following competences and skills:

- **Educational background:** Bachelor's or master's degree in Law, Economics, Political Science, European Studies, Communications, or a related field.
- **Organisational skills:** Proven ability to manage multiple tasks, prioritise effectively, and meet tight deadlines.
- **Technical proficiency:** Familiarity with MS Office; knowledge of social media tools and platforms is a plus.
- **Policy understanding:** Knowledge of EU Institutions, policy-making processes, and social/employment policy issues.
- **Team player:** A collaborative approach with the ability to work independently when required.
- **Communication skills:** Excellent written and verbal communication skills in English; proficiency in French or another EU language is an asset.
- **Attention to detail:** A meticulous approach to tasks, ensuring accuracy and quality.

Tasks and responsibilities

- **Administrative support**
 - Assist the Office Manager with contact database management and meeting logistics.
 - Handle correspondence and maintain accurate documentation.
- **Project Coordination**
 - Organise meetings with AEIP members and project partners: prepare agendas, contact participants, draft minutes, and follow up on actions.



- Support the coordination and reporting of EU-funded projects, including research and data collection.
- **Event organisation**
 - Assist in planning and executing webinars, workshops, and in-person conferences: draft agendas, liaise with speakers and participants, arrange venues, and manage travel logistics.
 - Provide on-site support during events, including registration and troubleshooting.
- **Policy support**
 - Monitor relevant EU policies and initiatives, providing tailored notes and reports.
 - Assist Policy Advisors in drafting position papers, statements, and presentations.
 - Contribute to policy communication, including drafting content for newsletters, social media, and website updates.
- **Stakeholder Engagement**
 - Collaborate with AEIP's members and partners, fostering relationships with key stakeholders in the social protection sector.
 - Research and map potential partners and initiatives for AEIP activities

What we offer

This is a paid internship (1.100€) under the Belgian *Convention d'immersion professionnelle*. In addition to the competitive compensation, this position offers the opportunity to work in a professional environment where you can enhance your skills, expand your network, gain valuable insights into lobbying, and benefit from dedicated mentorship.

How to apply

Interested? Please send your application composed a CV and a motivation letter (max. 1 page) before 2nd January 2026 to laurane.walach@aeip.net and simone.miotto@aeip.net

About AEIP

Founded in 1996, the European Association of Paritarian Institutions – AEIP is a Brussels-based advocacy organisation, representing Social Protection Institutions established and managed by employers and trade unions on a joint basis within the framework of collective agreements.

The Association has 16 Associate and Affiliate members – all leading large and medium-sized Social Protection Institutions, from 11 European countries, as well as 15 Task Force Members from 6 European countries. All AEIP members are not-for-profit organisations.

In particular, AEIP deals – through dedicated working groups – with:

- Coordinated Retirement Schemes
- Occupational Pension Funds
- Complementary Healthcare Insurance
- Long-term Care
- Health and Safety at Work & Paid holidays
- Unemployment Benefits Funds



Complementary to their role as non-for-profit social protection providers, AEIP members are also long-term institutional investors.

AEIP represents its members' values and interests at the level of both European and international institutions. Its members include social protection institutions, occupational pension funds, provident and healthcare funds, and organizations providing social benefits in the construction sector.

The mission of AEIP is the enforcement of the paritarian model and promote the shared values of its members.

For more information: www.aeip.net