



AEIP IS LOOKING FOR 3 NEW INTERNS

The European Association of Paritarian Institutions (AEIP) is a Brussels-based advocacy organization representing the Social Protection Institutions established and managed by employers and trade unions on a jointly basis within the framework of the collective agreements.

We are currently looking for 3 interns to actively assist us in our activities in the period September – December 2016 (with possibility of extension). Duration and working hours are subject to discussion with candidates.

Cover letter and CV to be addressed to [Cécile Henrotte](#) (AEIP Office Manager).

General conditions:

- Hours: Monday-Friday 9:00 – 17:00
- Duration: 3-6 months
- Place: Brussels office
- Beginning: Throughout the year
- Non-paid internship

What we offer:

- First-hand professional experience
- Friendly, European environment
- High visibility, both internal and external
- Direct impact on Members
- Career coaching
- Young and friendly team

Communication and Translation

The internal working language of AEIP is English, but as the services are offered also to our French members, the communication material, website, social media posts, minutes of meetings etc... have to be professionally written in English and French.

Main tasks:

- Translating marketing communication material, web content, social media posts, minutes of meetings (Board) and email campaigns into target language
- Managing website and social media updates in the target language (Community management in Facebook, LinkedIn and Twitter)
- Creating new content in the target language, based on different texts and/or interviews in the source language.
- Optimising the user experience, responsive design of our website.



Basic qualifications:

- Excellent English and French language skills
- Advanced undergraduate or graduate student
- Attention to detail
- Sense of responsibility

Preferred qualifications:

- Intermediate or advanced level of English & French
- Knowledge of another EU language is an asset (Dutch, German, Spanish, Italian...)
- Good knowledge of Microsoft Office (Word, Excel, PowerPoint)
- Excellent knowledge of Social Media and basic notion of IT CMS for website updates.

Administrative Assistant

The Administrative assistant will provide day to day support to the Office Manager with organizing travel, arranging meetings, conferences and managing expenses etc... The internal working languages of AEIP are English and French.

Main tasks:

- Encoding basic accounting (Invoices: income & outcome + bank statements).
- Helping in the AEIP working groups (attending meetings and taking the minutes).
- Database updates.
- Social media & website/intranet updates.
- Administrative tasks (in coherence with the internship); Office Management & Human Resources

Basic qualifications:

- Excellent writing skills
- Advanced undergraduate or graduate student in Office Management field
- Attention to detail
- Sense of responsibility

Preferred qualifications:

- Good notions of English & French
- Basic notions of Accounting (debit/credit)
- Good knowledge of Microsoft Office (Word, Excel, PowerPoint)
- Excellent knowledge of Social Media and IT minded.



Assistant to the Policy Advisors

Your role will consist in supporting the Policy Advisors within AEIP in the daily management of their dossiers.

Main tasks:

- Supporting AEIP working groups (attending meetings and taking the minutes).
- Research in areas of interest of AEIP (pensions, healthcare, health & safety at work, employment)
- Monitoring major developments in areas of interest of AEIP
- Contribute to internal and external briefings
- Prepare draft policy positions
- Contribute to the development of policy reports

Basic qualifications:

- Knowledge and / or interest in EU public affairs
- Ability to manage and prioritise workload
- Excellent communication skills
- Ability to analyse and interpret information
- Good organisational skills
- Team skills

Preferred qualifications:

- Good notions of English
- Excellent knowledge of Social Media and IT minded.
- Sound knowledge of the functioning of the EU
- Good knowledge of Microsoft Office (Word, Excel, PowerPoint)