



## **Traineeship open**

at the

### **Centre Maurits Coppieters (European Political Foundation)**

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#### **Background**

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The Centre Maurits Coppieters (CMC) is seeking to hire a trainee for its office in Brussels for a period of 3 months from 1 May to 31 July 2012.

The person will assist CMC staff with the daily management of the Centre in accordance with his/her abilities and skills. The trainee will receive guidance from the CMC staff and will liaise with the European Free alliance (EFA) and the European Free Alliance Youth (EFAy).

The CMC internship program intends to provide trainees with the opportunity to deepen their knowledge of European affairs, functioning of Think-tanks and of the European Institutions in Brussels. Consequently, it constitutes an excellent experience for young graduates pursuing a career in the area of International relations and related fields.

The added value of an internship with the Centre Maurits Coppieters is the possibility to be part of the creation of new policy concepts at a European level. The Centre is a young organization created in 2007 and it is constantly evolving. Therefore, the traineeship gives an excellent opportunity for the trainees to get involved in an organization where every person counts and to see how new ideas have a real impact in policy making.

The mission of the traineeship is to involve the trainee in the different areas of activity of the centre: Preparing reports and studies in the area of interest of the centre, publishing, public relations (updating the website and facebook profile, liaising with CMC partners, universities, research centers and archives), updating databases and supporting the organization of international conferences and seminars.

The internships are open to all graduates with an academic background in European affairs, International relations and related fields, fluent in English or French and multilingual, fully computer literate, with strong ethics and values of respect of diversity and with good knowledge of European politics.

#### **Key tasks**

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##### **Management:**

- Organization of the General Assembly in Transilvania
- Assist the day-to-day management of the CMC office in Brussels (Drafting reports, research, attending meetings etc.).
- Help with the organisation of the CMC General Assembly, Bureau meetings, seminars and conferences when occurring during the internship.
- Assist in the organisation of a project: design, management, implementation, and/or evaluation. The project will be decided according to the trainee's skills, the period of the year and the current projects and activities within CMC.



- Provide general administrative support
- Undertake the update of CMC databases and information systems.
- Update of CMC website and social networks profile
- At the end of the selected trainee will be required to produce an internship report.

#### **Communication:**

- Liaising with EFAy, EFA and CMC staff and partners.
- Liaising with Media, universities, research Centres, CMC Speakers and other stakeholders.
- Assist in the implementation and improvement of the communication policy for the Centre.

#### **Requirements**

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- At least an undergraduate degree, preferably in Communication, Public Relations, European studies, International relations, Conflict studies, Governance, or similar;
- Familiarity with those issues of importance to the CMC is highly desirable. Namely: Study of Nationalism, Management of cultural and linguistic diversity in complex societies, Decentralization, State and constitutional reform, Secession of states and self-determination (Independence), Political and economical governance of Sub-Central Governments (Autonomy), Conflict resolution and Peace promotion.
- Fluency in English or French. Knowledge of other European languages would be an asset.
- Good communication skills, Good oral and written communication skills
- General knowledge of the structure and functioning of the European Union.
- Office management and computer literacy together with good organisational skills.
- Possession of an EU passport, student visa, or other means for working in Belgium for 3 months

#### **Application Instructions**

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Interested applicants should submit their CV and motivation letter by 15 February 2012 to [info@cmc-foundation.eu](mailto:info@cmc-foundation.eu) stating "CMC Traineeship 2012" in the subject line. A recommendation letter from an EFA or CMC member will be considered as an asset.

CMC is an equal opportunity employer and does not discriminate on the basis of origin, religion, gender, disability, and/or sexual orientation.

This traineeship will be financially supported (monthly pay is approximately 1000 EUR)