

INTERNSHIP OPPORTUNITIES

COUNCIL OF EUROPEAN MUNICIPALITIES AND REGIONS

Autumn Intake: September – December 2024

The **Council of European Municipalities and Regions** ([CEMR](#)) is the largest and oldest organisation of local and regional governments working on building a more inclusive, just, and resilient Europe by unlocking the power of local democracy. We endeavour to become the main network of territorial leaders with a vision to ensure local and regional governments are best equipped to drive the transitions of their communities towards Europe 2050 and address global challenges.

Our activities revolve around issues and questions of **citizenship participation, climate and environment, international partnerships**, and **territorial cohesion and development**.

Are you are currently affiliated with a university, you share our ambitions for impact and change at the local, regional, and municipal level?

This internship opportunity may be for you!!!!

WHY COMPLETE AN INTERNSHIP WITH CEMR?

- Learn about the European policy legislation and its impact at the regional and municipal level.
- Get involved in our joint efforts to supporting local leadership and investing in local self-government in producing the necessary changes we wish to see in our environment and societies.
- See your ideas and concepts come to life.
- Learn new skills and practice them in an international and creative work environment.
- Benefit from our knowledgeable and experienced Mentors.
- Be part of a dynamic, friendly, and multicultural team
- Network with other likeminded students and build a community.

OUR INTERNSHIP OPPORTUNITIES

CEMR is currently looking to host **3 interns for a period of 3–6 months starting in September 2024**.

Policy Intern

The intern will support the Policy Team working on a range of issues such as: **environment & climate issues, energy transition, mobility, cohesion policy, gender, migrations, democracy and more**. S/he will support expert groups' work on policy and advocacy, the work on research and studies, the exchange of good experiences both from a content and communication perspective and will have the opportunity to work with the policy officers and advisors. S/he will contribute to the wider policy activities which include engaging with external stakeholders and players.

Whenever needed, s/he will support some policy-related project implementation such as the Local, Social, Digital project or [Living-in.EU](#) and twinning activities.

Projects & Programmes Intern

The intern will support the Projects & Programmes Team implementing activities on range of issues such as: **climate, energy, twinning and partnership building**. S/he will support with the preparation and organisation of events, working groups meetings including identification and dissemination of funding opportunities from various donors open to local governments and their associations.

When needed, will provide assistance on drafting reports, publications, surveys and collect best practices in the framework of the ongoing Projects & Programmes activities.

Currently, the team is delivering on the main following projects: Reference Framework for Sustainable Cities, Covenant of Mayors, Living-in.EU, Bridges of Trust, Sun4Ukraine and a sub-grant promoting twinning and partnership building. For more information on the ongoing project, please consult CEMR website: <https://ccre.org/>

PLATFORMA Intern

The [PLATFORMA](#) intern will support the PLATFORMA Team with communications, administration, project management, and thematic activities such as working groups, publications, surveys, etc. in the field of **decentralised development cooperation, localisation of global agendas** at local and regional levels, as well as **development education and awareness-raising** (Global Citizenship Education).

The intern will get involved in the work of the team, attend, and contribute to weekly team meetings, and other team coordination moments, support and participate in meetings and events, support media monitoring and coverage of events, follow legislative agenda and attend EP Committee meetings, draft policy briefs and newsletters, support project monitoring and implementation, and assist in drafting articles, reports, publications, studies, or good practices.

GENERAL REQUIREMENTS

- An interest and good understanding of EU affairs and implication for the citizens.
- Good communication and drafting skills
- Very good command of English; French desirable; other languages a plus.
- Efficient user of IT tools: MS Office (Outlook, Word; Excel, PowerPoint), Google suite, teleconferencing software (Zoom, WebEx, MS Teams).
- Knowledge of online graphic design tools (Canva, KapWing, etc.) is considered a plus.
- Ability to effectively use social media.
- Motivated team player with willingness to learn.

OVERVIEW OF TASKS

As part of your internship, you will:

Help prepare and organise meetings and events

- Assist in tasks related to communication and event preparation and delivery such as: expert groups, webinars, statutory or project meetings.
- Support the team around event related logistics.

Assist the team in its advocacy and communication activities

- Contribute to communication and social media activities of the team, media monitoring, support in media coverage of events, draft and translate articles.
- Monitor and follow legislative agenda on different topics; attend relevant Committee meetings of the European Parliament.
- Contribute to informing CEMR members through regular internal updates, policy briefs and timelines.

Assist the team in their external-funded activities

- Support project activities.
- Conduct specific project research, and analysis.
- Monitor funding opportunities from various donors.

Assist in drafting articles, reports, publications, studies, or good practices

- Produce reports following participation in meetings or events such as conferences, expert group meetings, communication exchanges, information seminars.
- Prepare polls and surveys to collect data and contribute to analysis.

Attend weekly team meetings and other meetings when required

The list of tasks is not exhaustive and can be adapted depending on the organisation's needs as well as the candidate's interests and experience.

WHO WILL SUPPORT YOU DURING YOUR INTERNSHIP?

Each intern will be assigned a mentor who will orient and guide the intern's work. The intern is also supported by the Managers, the teams where they are allocated, as well as the CEMR's HR & Administration.

ADDITIONAL IMPORTANT INFORMATION

- The internship is unpaid. However, interns will receive daily meal vouchers (8 euros) and reimbursement for Brussels public transport monthly tickets.
- CEMR interns are also entitled to ½ off per week, to allow them to keep up with their university commitments while they complete their internship.
- As a general rule, interns are required to work from the CEMR office and only telework occasionally (with prior approval), from their residence in Brussels. Our office is based in a modern, well-situated office in the European Quarter.

HOW TO APPLY?

Send your CV in English to the address application@ccre-cemr.org.

Your application must include:

- A cover letter, in English or French, describing your motivation to complete an internship and indicating your availability and specifying your university requirements.
- Un updated Curriculum Vitae

If you are applying for a specific internship please kindly include in the subject email: **“Application for a “Policy”, “Programmes & Projects” or “PLATFORMA” Internship** - depending on your interest.

If you are interested to be considered for any internship available, please include in the subject email simply **“Application for Internship”**.

Please note that only students currently enrolled in a university programme can qualify for an internship opportunity. **An internship agreement with the University (“Convention de stage”) is mandatory.**

Every application receives our dedicated attention as we believe in giving each candidate the consideration they deserve. However, given the large number of applications we usually receive, unfortunately, we will only be able to respond to the shortlisted candidates.

APPLICATION DEADLINE

The deadline for application for an internship opportunity is July 31, 2024.

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