

ERASMUS internships offer by the consortium EDUCA

Access EU! - EEIG

EMPLOYER INFORMATION	
Receiving organization (name, address)	Access EU! - EEIG
Short Description of the organization/company	Access EU! - EEIG is a professional organization representing its members and clients at the EU level in Brussels and providing its expertise in EU Public Affairs. Our main objectives within the scope of EU Affairs are: to facilitate economic activities of our members, partners and clients in the areas of their interest; to develop strategic partnerships between our members, partners and their associates; to improve professional conditions under which our members, partners and clients operate and to enable our members, partners and clients further development and growth.
Contact	educaops@gmail.com

PLACEMENT INFORMATION	
City, State	Brussels, Belgium
Description of activities the student will be involved in	The trainee will conduct the training in the office of the Access EU! – EEIG and will participate in work and projects of the Access EU! – EEIG. She/He will work under supervision of a senior consultant. The specific task will be adjusted to the knowledge and skills of the trainee and will be entitled to her/him upon her arrival. Training programme will be as close as possible to a real-life work experience.
Department / Function	Consultancy / Junior Consultant internship
Duration	2 - 6 months
Working Hours/Weekly Hours	Full time (40 hours per week)
Help with finding Accommodation or any other Contributions or help from the organization	Access EU! – EEIG does not provide any kind of accommodation.
Other	-

REQUIREMENTS	
Trainee	Student, graduate
Computer skills	MS Word – formatting&page setup, using SmartArt&textboxes MS PowerPoint – working with custom slides and templates MS Excel – pivot tables, formula functions, formatting
Oral and written language skills	Czech – native speaker English – B2 / C1 (oral and written)
Drivers license	non applicable
Other requirements	basic knowledge of EU institutions, policies and programmes communication skills

Work areas	<ul style="list-style-type: none">• Administration• Interest Representation and Lobbying• Communication• Event management
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Experience of our participants are found on our website www.educaops.eu
For more information don't hesitate to contact your Erasmus coordinator or Educa o.p.s.