

EUA is offering an **INTERNSHIP in the field of events organisation** for up to 6 months

### **Role**

The Communications, Membership & Public Affairs unit is looking forward to welcoming a highly motivated trainee to join the team and support the organisation of EUA's portfolio of events including conferences, workshops and seminars.

### **Responsibilities**

S/he will be supporting the EUA Events team in the organisation of events, including:

- Sending out invitations for events and meetings
- Processing registrations
- Creating event webpages and dissemination on social media
- Preparing event documents such as roadmap, documentation plan, list of participants, etc.
- Preparing name badges, name plates and standing slides for events when required
- Preparing and following up fee-waiver list
- Following up hotel rooming list for key players if applicable
- Supporting the Events Manager and Events Officer in finalising logistical details before and (if necessary) during the event, assisting on site when needed
- Assisting in closing the event, compiling post-event lists, archiving documents, etc.
- Serving as back-up for the reception
- Any other relevant tasks depending upon priorities/needs

### **Background and qualifications**

- A Bachelor degree in a relevant field (essential)
- Finalising a Master's Degree in event management (ideally)
- Strong PC skills (Word, Excel, Outlook), as well as experience with website and event management tools (e.g. etouches)
- Strong organisational skills with an attention to detail
- Excellent command of English (spoken and written), any other European language is an asset
- Dynamic, pro-active and conscientious with a good sense of team work
- Willingness to travel in Europe (occasional)

**The traineeship will ideally be available in the course of January 2018 (maternity leave cover).**

The Association based in Brussels offers a **six-month** traineeship with a monthly stipend in a fast-moving and friendly international environment. You should have the right to work and live in the EU to be considered for this opportunity.

A CV and letter of motivation should be sent to the following email address: [hr@eua.be](mailto:hr@eua.be) by **20 November 2017**. EUA regrets that it is not able to acknowledge all applications received. Please note that only suitable candidates will be contacted for an interview.