



Internship at the European Chemical Regions Network (ECRN)

The **European Chemical Regions Network (ECRN)** e.V. is looking for an intern to the ECRN Secretariat in Brussels for 4-6 months starting at the beginning of October 2014.

ECRN is an acknowledged European stakeholder representing the interests of chemical regions. The network was founded in 2006 and it is an association registered under German law. We bring together 20 regions from Belgium, Czech Republic, Estonia, Germany, Italy, Poland, the Netherlands, and the UK. The ECRN Secretariat in Brussels coordinates the activities of the network, provides technical and administrative support to the bodies of the association, and acts as a contact point for other institutions, organisations and partners.

ECRN seeks to enhance the competitiveness of European chemical regions by facilitating cooperation among its members and serving as a platform for exchange of experiences. We represent regional public authorities. We also work together with other chemical stakeholders, chemical associations, the chemical industry, and the EU institutions. For more information, please visit www.ecrn.net.

Tasks of the Intern:

- Organising and attending ECRN events and meetings (e.g. General Assembly, Executive Board and Working Group meetings, networking dinners)
- Contributing to preparations of the 12th ECRN Congress (annual event organised by ECRN)
- Monitoring news and media and reporting on relevant EU policies, national and regional issues and other initiatives that are of interest to the chemical regions
- Compiling content and updates on EU policy developments for an electronic newsletter
- Preparing internal and external publications and assisting in other communication activities (e.g. newsletters, memos and minutes, reports, ECRN website and intranet)
- Participating in conferences, seminars and workshops related to ECRN interests
- Conducting research and writing reports (possibility for carrying out a broader project/study, topic depends on the profile of the selected candidate)
- Supporting office administration (managing contact directories, updating databases, carrying out other administrative tasks)
- Undertaking other tasks and assignments as required

Profile and qualifications:

- University studies in political science, EU studies, business/administration, international relations, social sciences, or related fields (preferably in the final stages of studies or a recent graduate) .
- Fluency in English (written and spoken). Additional language skills, particularly French, German or Dutch (or other languages spoken in ECRN member regions) are an asset.
- Knowledge of / strong interest in EU affairs and functioning of the European Union.
- Excellent IT skills, good communication and organisation skills, ability to synthesize information and communicate clearly and concisely, good analytical and drafting skills.
- Self-starter; ability to take initiative, work independently and contribute proactively to the operations of a small team.
- Proven capacity to work in an international and multilingual environment.
- Possibly some work experience in public institutions on European, national or regional level.

Terms of employment

The position is an internship on a full-time basis for 4-6 months, starting on 1 October 2014. A modest financial contribution and a monthly travel pass are provided. Candidates are encouraged to seek for additional funding via Erasmus+ or other programmes.

How to apply

Please send your CV and a cover letter to Ms. Miia Itänen: office@ecrn.net by **4 July 2014**, mentioning "ECRN Internship" in the subject of your e-mail. In your cover letter, please explain why you are interested in an internship at ECRN, what you see as the main tasks of a European network, and how your skills and experience would contribute to the activities of the ECRN.

Please note that only shortlisted candidates will be contacted.

For further information about the ECRN or this position, please contact the ECRN Secretariat.



EUROPEAN CHEMICAL
REGIONS NETWORK

Amtsregister Stendal VR 11995
Hasselbachstr. 4
D—39104 Magdeburg

ECRN Network Secretariat
Boulevard St. Michel 80
B-1040 Bruxelles

Phone: +32-2-7410-947
Fax: +32-2-7410-927
E-mail: office@ecrn.net
www.ecrn.net