

## **Internship position: Communications Team**

**6 months as of 15 September 2023**

**Come and join us in communicating the priorities of the European retail and wholesale sector!**

### **Your responsibilities**

The internship, reporting to the Head of Communications, includes:

- Assisting EuroCommerce to celebrate its 30th anniversary with the organisation of events and projects (awards ceremony, video series, etc.) throughout the year;
- Developing graphic design elements and different types of creative content (videos, GIFs, infographics, etc.);
- Helping implement our Social Media strategy with content from EuroCommerce and our members;
- Supporting the update of our website (WordPress);
- Supporting the organisation of our digital and hybrid events (Policy Talks, EuroCommerce Debate and more) with partner organisations and relevant stakeholders;
- Supporting promotional activities for events, seminars, workshops, and other meetings;
- Preparing and sending internal newsletters and mailings

### **Your profile:**

- At least a Bachelor's degree in a relevant field (Political Science, European Studies, Communication, marketing);
- You are a registered student for the full period of the internship
- Near-native level of spoken and written English. Knowledge of additional European language(s), would be appreciated;
- Skills and willingness to build a skill set in communications, graphic design, data management and/or public relations;
- Proficiency with Microsoft Office (Outlook, Excel, Word);
- Initial experience or interest to learn about CMS and/or CRM;
- You work independently, show initiative and a problem-solving attitude;
- You are happy to take responsibility for ongoing activities, while being flexible enough to take up unexpected new tasks.

[eurocommerce.eu](https://eurocommerce.eu)

***EuroCommerce** is the principal European organisation representing the retail and wholesale sector. It embraces national associations in 27 countries and 5 million companies, including leading global players and many small businesses. Over a billion times a day, retailers and wholesalers distribute goods and provide an essential service to millions of business and individual customers. The sector generates 1 in 7 jobs, offering a varied career to 26 million Europeans, many of them young people. It also supports millions of further jobs throughout the supply chain, from small local suppliers to international businesses. EuroCommerce is the recognised European social partner for the retail and wholesale sector.*

## About us

- EuroCommerce is the principal organisation representing retail and wholesale in Europe. It embraces national associations in 27 European countries and 35 leading retailers and wholesalers.
- Retailers and wholesalers provide an essential service to millions of business customers and individual consumers daily. We are the largest private sector employer, providing 26 million jobs in Europe. 5 million businesses in Europe contribute 10% of the EU GDP and play a key role as a lynchpin of local communities.
- EuroCommerce is a recognised social partner for retail and wholesale at EU level.
- The sector is embracing significant change as it needs to invest in transforming digitally and becoming more sustainable. Ensuring it has the talent and skills to enable change is crucial.

## What can we offer you?

- A 6 months paid internship in a young and international team in Brussels;
- Hands-on experience in communication and European affairs;
- An exciting role offering the possibility to interact with representatives from the EU institutions, our members and stakeholders;
- A dynamic, diverse and international work environment and a team of enthusiastic and committed professionals;
- An organisation that invests in and stimulates personal and team development;
- A work location at the heart of the European quarter;
- The opportunity to represent the interests of the EU's largest private employer, offering an essential service to millions of EU customers on matters that concern technological advancements, the move toward a more sustainable future and the day-to-day challenges faced by companies.

**Start date:** 15 September 2023

**Location:** EuroCommerce, Avenue des Nerviens 85, 1040 Brussels

**Contact:** Please send your CV and cover letter to [eurocommerce@eurocommerce.eu](mailto:eurocommerce@eurocommerce.eu). Early applications are encouraged as we will review submissions as they are received.

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