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Overview

For Degree-Seeking Students

- Available only for 4th, 5th or 6th semester of a 3-year program
- Interns have to work a minimum of 150 hours
- Interns earn 6 ECTS
- Students are allowed to do only one internship
- Students will keep a log of hours worked and write a 3000-word report about their experience
- Students will receive a letter grade for their internship
- The internship will, if possible, be related to the student’s major
- Interns may not receive financial remuneration
- There is no guarantee that a student will be selected for an internship
- Double internships are not available for degree-seeking students

For Study-Abroad Students

- Interns have to work 150 hours
- Interns earn 6 ECTS (equivalent to 3 US credits) for a single internship or 12 ECTS for a double internship
- Students will keep a log of hours worked and write a 3000-word report about their experience
- Students will receive a letter grade for their internship
- The internship will, if possible, be related to the student’s major
- Interns may not receive financial remuneration
- There is no guarantee that a student will be selected for an internship
Procedures

Applying for an Internship

1. Students have to read the internship profiles and select the three internships that most interest them
2. In one email, they have to send their three preferences along with one-page CV and a cover letter for each internship to the External Relations Officer, Anna Ceolon, at aceolon@vub.ac.be
3. If internship partners are interested in the profiles received, the internship team will arrange interviews for candidates to meet with the organizations/companies
4. If an internship partner offers a candidate the internship, he/she has to accept or decline the offer within 24 hours
5. The intern and the internship partner will agree upon a work schedule
6. Interns have to fill out and give the “Add/Drop” form to the Registrar by the end of week 2. Please note that once students have accepted the internship offer, they are committed to completing the 150 hours of work as agreed for the single internship or the 280 hours of work agreed in the case of the double internship. Interns will not be allowed to drop the internship course without proven documentation of extenuating circumstances and a thorough review of the case by both the internship advisor and the intern’s supervisor

For Degree-Seeking Students, please contact Ms. Mona Shair at Vesalius@key2advance.com for assistance with your CV, cover letters, or interview tips.

For Study-Abroad Students, please visit your home university’s career advisor for CV (resume) and cover letter suggestions.

For resume and cover letters tips, please refer to websites specialized in career counseling.

Before sending the applications to the internship partners, the internship team will review all CVs and cover letters received. Application will be returned in case of spelling and/or grammar errors.

During the Internship

1. Interns are expected to work 10-14 hours per week until the completion of 150 hours
2. Interns have to introduce themselves to their internship advisors via email and provide them with their contact details
3. Interns have to keep a log of hours worked. The log must be signed by the internship supervisor
4. Half way through the internship, interns have to arrange a meeting with their internship advisors. (Please, don’t forget to bring your completed Mid-Term Self-Evaluation with you)
5. Interns have to keep their internship advisors and the External Relations Officer aware of any problems or difficulties that arise during the internship

After the Internship

1. Students have to hand your log of hours work in to their internship advisors
2. They have to write a 3000-word report on their internship experience (see page 6)
3. They will receive a letter-grade from their internship advisors
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>March 28</td>
<td>Internship catalogue available online</td>
</tr>
<tr>
<td>April 18</td>
<td>Last day to send choices, CVs and cover letters to Anna Ceolon, External Relations Officer, at <a href="mailto:aceolon@vub.ac.be">aceolon@vub.ac.be</a></td>
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<tr>
<td>May 3</td>
<td>Notification of interviews</td>
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<tr>
<td>From May 7 to May 18</td>
<td>Interviews (via Skype or phone)</td>
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<td>May 23</td>
<td>Notification of internships</td>
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<td>May 29</td>
<td>First day of internships</td>
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<tr>
<td>Week 2 of classes</td>
<td>Filling out &quot;Drop/Add&quot; form, available at the Reception and hand it to the Registrar</td>
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<td></td>
<td>Picking up contracts at room ES .06.</td>
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<td></td>
<td>Contacting the internship advisor</td>
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<tr>
<td>July 6</td>
<td>Last day of internships</td>
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</table>
Student Report Guidelines

At the conclusion of the internship, interns have to write a report of a minimum of 3000 words (in case of double internships, please ask internship advisors, as the requirements may differ). The grade will be based upon the daily log, the supervisor’s evaluation, and the above mentioned report.

1. The report should demonstrate academic rigour in content and style. It is a personal record of what interns learned and experienced during the internship. The report has to include:
2. a description of the organisation/company. Please note that a simple copy and paste from the organisation’s website will not be accepted
3. a description of the projects and tasks carried out by the company department where the intern worked
4. an evaluation of the work done by the intern and of how beneficial the intern’s work has been for the organisation
5. a list of activities undertaken during the internship including: a) supervisor’s name, b) intern’s responsibilities, c) a detailed description of the intern’s main tasks and projects, specifying the assigned task as well as the area where the intern excelled and encountered challenges
6. an analysis, supported by relevant examples (both positive and negative), of the experience had during the internship; i.e. what was it like to work there?
7. an evaluation of the internship as a learning experience in terms of: a) pre-professional training, b) responsibilities, c) teamwork, and d) psychology of the workplace

The report has to be in line with Vesalius “house style” as taught in HUM 111 and 112, namely:

- cover sheet with a centred title: Internship at (Internship Partner Name), and at the lower left of the page: your name, the internship code, your Internship Advisor’s name, and the semester and year (i.e. SUMMER 2011) on four separate lines
- standard 12-point font, double-spaced throughout, indentation of 5 spaces for new paragraphs, and pagination at upper right
- attachments and annexes should be clearly labelled and their purpose explained
- if you are unsure about the Vesalius “house style,” please check with your internship advisor

The report is an academic document, and it has to be written in a clear style and in an academic tone. Students are expected to proofread the report for grammar, punctuation and spelling. Reports that are deficient in any of these areas will be returned for revision, please note that the grade for the internship could be impacted negatively by any delay in the submission of revised reports.
Contact Information

External Relations

Anna Ceolon  
External Relations Officer  
+32 2 614 8168  
aceolon@vub.ac.be

Study Abroad

Virginie Goffaux, DVM  
Study Abroad Director  
+32 2 614 8180  
vgoffaux@vub.ac.be

Internship Advisors

Business:

Jean Bellemans, MBA  
+32 2 344 0179  
belleman@bu.edu

Communications:

Claude Bernard, PhD  
+32 2 614 8183  
claudebernard@skynet.be

International Affairs:

Michel Huysseune, PhD  
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michel.huysseune@vub.ac.be
## Internship Partner Index

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<td>CMM</td>
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<td>2</td>
<td>AGE-Platform Europe</td>
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<td>Away Publication</td>
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Please check the internship list published on our website [www.vesalius.edu/career/vip/vipops](http://www.vesalius.edu/career/vip/vipops) as other internship offers may have been added since the release of the catalogue.

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<td>43 World Natural Care</td>
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**Organisational Profile**
The Accessible Art Fair has been running since 2007 and runs 2 art fairs in Brussels, one in Antwerp and one in Vienna. The artists are present, rather than galleries at the fair and sell directly original artwork to the public.

**Internship Profile**
The Intern duties & responsibilities will include:

- gathering artists bios and photos and ensuring that they conform to website and magazine requirements - regular liaising with artists and publisher
- implementing social media plan
- updating word press website as needed www.accessibleartfair.com
- administrative work
- working at the fair

**Intern Profile**
The successful candidate should have the following requirements:

- good written and oral skills
- flexibility
- online design and word press experience a plus
- other languages an asset
- own laptop
- interest in art
**Organisational Profile**

AGE Platform Europe brings together seniors’ organizations and other civil society organizations working with and for older people from across the European Union to give a strong and credible voice to the views, needs and interests of older and retired people at national and European level.

Since its creation in January 2001, AGE aims to voice and promote the interests of the 150 million inhabitants aged 50+ in the European Union. AGE aims to act as a bridge between its member associations and the EU Institutions, supporting its members in their daily advocacy activities at national level, actively representing their interests and agreed policy positions at European level, and raising awareness of the issues that truly concern older people.

**Internship Profile**

To assist the AGE secretariat in its daily tasks and provide support to the overall social policy and advocacy activities of the organization. This internship is open to students interested in social and economic policies, European Union issues and communications. Depending on the profile of the intern, the internship programme will include some of the following tasks:

- monitoring and reporting on EU policy development relevant to older people, in particular on EU social and economic policies and other initiatives on ageing
- contributing to AGE’s information tools, including updating the website and the electronic mail systems
- contributing to AGE communication tools: writing articles for AGE monthly newsletter (CoverAGE), leaflets and publications
- participating in some conferences and debates at EU level whenever appropriate (European Parliament Employment and Social Affairs Committee, European Commission, Social NGOs meetings etc.) and reporting back to the policy officers
- preparing and contributing to the relevant AGE meetings on researched topic (expert groups, Council of administration)

**Intern Profile**

The intern will have:

- some knowledge of the European institutions and procedures
- interest in issues related to ageing and demographic challenge (equal opportunities, human rights, pensions, social inclusion, health and long term care, transport, digital divide, employment of older workers and active ageing, intergenerational solidarity, etc.)
- well-developed writing skills and some experience in making oral presentations
- well-developed research skills
- fluency in English with distinctive and proven writing skills. Fluency in other EU languages is a distinct advantage
- ability to work independently and prioritize own work
- good computer skills
- ability to work in a multicultural environment
- respect for confidentiality
Organisational Profile
(A)WAY is a magazine written in English for international families living in Belgium. It is devoted to informing, entertaining, supporting, and giving a sense of community to its readers. Each bi-monthly issue of the magazine is full of practical information on Belgian life and the expatriate community. Informative articles on (and for) women (and the family) share space with the latest on innovative fashion, health and well-being, lifestyle and education issues, as well as some personal recollections on expat life. For more information: http://www.awaymagazine.be

Internship Profile
The intern will work doing research for editorial department and designing marketing & advertising strategies. Responsible directly to the publisher, the intern will also be asked to undertake some general administrative duties.

Intern Profile
The successful candidate(s) should have the following qualities and skills:

- knowledge of marketing and sales
- own a laptop computer
- high computer literacy
- analytical skills
- communication skills
- good interpersonal skills
- initiative
- research skills
- ability to organize, prioritize and manage several concurrent tasks
- English mother tongue or equivalent, good command of French or Dutch
Organisational Profile
BigBentoBox is a Brussels-based company that develops custom made IT applications and which is specialized in E-Commerce. We start our projects from scratch and offer our partners, as we see our clients as partners, all the services needed in order to run a successful business. Our services include the web development, e-consulting, e-marketing, e-support and logistic implementations. We use Ruby on Rails to develop our IT applications. Ruby on Rails is an open source web application framework that is used by web developers for rapid development and it is the web development language of the future. Our small yet very productive company was started by four Vesalius Alumni, who believe that an internship is more than just serving coffee or making photocopies. We are looking for creative people who want to take part in exciting projects and be a part of the company’s growing success.
In the past three years, BigBentoBox’s Interns have been involved in launching new products, analyzing markets for new ideas, designing innovative online services, looking for logistic solutions, creating marketing tools for clients and the company and much more. Today BigBentoBox is very proud of what these interns have achieved and is looking forward to continue this collaboration with undergraduate students.

Internship Profile
The intern will assist BigBentoBox in the company’s daily operations and could be responsible for any of the following:

- IT support/development
- analysis and develop marketing solution for our E-commerce clients
- promotion of E-commerce sites through the update or creation of leaflets and/or website
- research of prospects
- engineering of solutions
- making market surveys for specific products
- assisting in the creation new web applications
- analysis and deployment of solutions on-site

Intern Profile
The ideal candidate has several of the following qualities:

- interest in E-commerce and web programming languages
- high energy, approachable, adaptable, creative, methodical, motivated individual
- team player, self confident
- good interpersonal and organizational skills
- good knowledge of English; knowledge of French and Dutch is a plus
- preferred Communication / Business student
- ability to multi-task and prioritize responsibilities (the intern will organize his/her own daily work)
Organisational Profile
The British School of Brussels (BSB) www.britishschool.be was founded in 1969 and occupies a beautiful site of 10 hectares. It is surrounded by the woodlands and lakes of the Royal Museum of Central Africa in Tervuren, some twenty-five minutes by car from central Brussels, with easy access by public transport. BSB is a highly successful school where the individual development of each child is combined with the highest academic standards. We have over 1200 students aged 3 to 18 years of age and, in addition, also run a Kindercrib (nursery/crèche) for children from 6 months to 3 years. We follow the structure of the English curriculum, but add an international dimension that reflects our student population. For Post 16 students, we are unique in Belgium in offering both the English A Levels alongside the International Baccalaureate Diploma. Just under half of our families come from a non UK background. We are an international school with over 70 nationalities represented in the school’s population.

Internship Profile
The intern will be working for the External Relations Manager in the following activities:
- ensuring that any information held about BSB on ‘other’ sites (in particular school directories and listings) is accurate and up-to-date
- researching, optimizing and documenting BSB’s visibility online (ie links from other sites to BSB’s website)
- investigating/researching where links to the School could/should be placed
- update the existing media database/archiving system of photographs, films etc
- support the archiving of BSB collateral
- assist in the content management of our websites, including the editing and/or writing of news and events items, proofreading content and manipulating images. All content is created/uploaded using a content management system (CMS). Training will be provided
- preparation of internal School flyers, programmes and posters
- provide general support to the External Relations Manager ie assistance with media plan

Intern Profile
The successful candidate should meet the following requirements:
- excellent written and spoken English is essential
- good research and communication skills, excellent proofreading skills
- experience and interest in alumni/website work is desirable
- an ability to organise, prioritise and manage several concurrent tasks, high degree of attention to details and deadlines
- excellent computer skills (Office applications) and knowledge of Macromedia Fireworks or Adobe Photoshop is an advantage
- team Player
Organisational Profile
The British School of Brussels (BSB) www.britishschool.be was founded in 1969 and occupies a beautiful site of 10 hectares. It is surrounded by the woodlands and lakes of the Royal Museum of Central Africa in Tervuren, some twenty-five minutes by car from central Brussels, with easy access by public transport.
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Just under half of our families come from a non UK background. We are an international school with over 70 nationalities represented in the school’s population.

Internship Profile
The intern will be working for the Community Officer in the following activities:

- research, document and make comparisons of the services, charges and fees of similar community sports and social facilities within the Brussels vicinity
- research and document summer courses and adult education programs within the Brussels vicinity
- provide general support to the Community Office

Intern Profile
The successful candidate should meet the following requirements:

- as English is the working language at BSB, excellent written and spoken English is essential (English mother tongue or equivalent)
- good research, communication and organizational skills
- excellent computer skills (Office applications)
- the community Office is a vibrant busy working environment, so the ability to multitask is an advantage
- team Player
Organisational Profile
The Confederation of European Paper Industries (CEPI) is a Brussels-based non-profit making organisation regrouping the European pulp and paper industry and championing this industry’s achievements and the benefits of its products. Its mission is to promote the member’s business sector by taking specific actions notably, by monitoring and analyzing activities and initiatives in the areas of industry, environment, energy, forestry, recycling and competitiveness in general. Through CEPI, the paper industry increases its visibility and acts on emerging issues, making expert and constructive contributions on behalf of the industry.

Through its 19 member countries (17 European Union members plus Norway and Switzerland) CEPI represents some 550 pulp, paper and board producing companies across Europe, ranging from small and medium sized companies to multi-nationals, and 1000 paper mills. Together they represent 25% of world production.

Internship Profile
The Intern will work in close cooperation with the Communications Manager Daniela Haiduc. Main Duties & Responsibilities will be:

- organise contributions from CEPI to paper-related pages in Wikipedia in English and French
- update CEPI Websites
- organise CEPI archives

Intern Profile
The successful candidate should have the following requirements:

- good knowledge of English and French
- interest in European affairs
- experience in writing English and French articles
- experience in contributing to Wikipedia pages
- knowledge about the paper industry (not a must, but would be an asset)
Organisational Profile
Citi, the leading global financial services company, has approximately 200 million customer accounts and does business in more than 160 countries and jurisdictions. Citi provides consumers, corporations, governments and institutions with a broad range of financial products and services, including consumer banking and credit, corporate and investment banking, securities brokerage, transaction services, and wealth management.

Internship Profile
The Intern will work in close cooperation with the Head of Banking and the Head of the Global Subsidiaries Group. Main duties & responsibilities will be:

- assist in customer presentations and relationship review material, join client meetings where required
- assess credit and market risk of transactions
- support the completion of follow up tasks as result of client reviews
- liaise with overseas Citibank Branches, product and network partners to support transactions managed by the Banking teams
- analyse MIS and revenue / performance analysis, pipeline review
- identify opportunities to improve products and services
- understand the dynamics of the local financial markets, banking industry and regulatory environment

Intern Profile
The successful candidate should have the following requirements:

- strong communication skills (both written & verbal)
- strong presentation skills
- strong leadership skills and commercial instincts
- deal origination & execution skills
- analytical skills: assimilating new information quickly and relating it to the needs of the clients & management
- quick learner and has the ability to apply new products or services quickly and effectively
- self motivated, highly ambitious and goal oriented
- ability to work under pressure

Important Note: the application must include a certificate of no criminal conviction
Organisational Profile
ECRAAL is a non-profit organisation, supporting the engagement and education policies as well as the funding of actors and players from Asia, Africa and Latin America through EU research. We are a flexible, integrated and operational Brussels based platform, aimed at boosting the active participation of non-European players in EU research and education funding opportunities. Accredited with the European Institutions, ECRAAL provides a credible and reliable operational hub for promoting the participation of non-European players in EU funding for research, training and education. Consequently, ECRAAL is an alliance to promote the interests of institutions and research intensive institutes and companies from non-European players, in dealings with the relevant EU institutions and regions of Europe. Fostering networks and collaboration between research players in the EU and their colleagues and peers in Asia, Africa and Latin America is a core component of this alliance, including the business, education and public sectors.

Internship Profile
Primary responsibilities include:

- supporting the coordination of ECRAAL’s funding projects with research institutes all over the world
- contributing to the ECRAAL memberships development strategies in Asia, Africa and Latin America, including writing proposals, web updating and project/event management
- communication and outreach activities concerning ECRAAL and its programs to research institutes in Europe, Asia, Africa and Latin America
- working together with the ECRAAL funding projects and programs between the EU and third countries
- representing ECRAAL at various EU events and initiatives, liaising with EU institutions and developing partnerships with research organizations or other funding projects
- compiling information relating to EU funding policy and schemes for research activities and disseminating this information to our members

Intern Profile
Ideally, the intern will have the followings:

- some experience is required on project management or other relevant subjects
- fluency in English is mandatory. Knowledge of French, Spanish or other major languages used in Asia, Africa and Latin America is considered as a strong asset
- preference will be given to candidates with prior experience working with EU institutions and research institutes
- candidates should have a university degree and must be under the age of 30
- familiarity of the EU funding system and programs is beneficial
- strong writing, drafting and computer skills are necessary and web editing knowledge is a plus
Organisational Profile
EUobserver.com is the leading provider of up-to-date news on EU affairs. We reach a very targeted group of European decision makers. Our focus is on providing people with factual, un-biased, quality journalism, organizing conferences to raise public awareness on specific topics and selling EU related books (EUbookshop.com).

EUobserver offers an opportunity for the trainee to become part of an international team, based in Brussels, operating advanced online marketing techniques in close contact with top-level companies and European institutions.

Internship Profile
The sales trainee’s main task will be increasing sales revenues of the EUobserver.com. S/he will be involved with the following tasks:

- searching and identifying potential advertisers for the EUobserver.com
- creating and managing databases of potential advertisers
- calling perspective clients from created databases, going to meetings and finalizing deals
- part of the work can be done from home, in convenient time

Intern Profile
The ideal candidate has several of the following qualities:

- student in the field of business, marketing or EU affairs
- hard working, willing to learn and develop
- good communication skills (phone, personal)
- basic knowledge of EU affairs
- English (excellent), French/Dutch (desirable)
**Organisational Profile**

The European Youth Forum (YFJ) is an independent, democratic, youth-led platform, representing 98 National Youth Councils and International Youth Organisations from across Europe. The YFJ works to empower young people to participate actively in society to improve their own lives, by representing and advocating their needs and interests and those of their organisations towards the European Institutions, the Council of Europe and the United Nations.

Website: www.youthforum.org

**Internship Profile**

The intern will assist the Policy and Advocacy Coordinator of the Rights-Based Approach to Youth Rights at the European Youth Forum Secretariat in a specific research project on the status of youth rights in Europe.

Her/his assignments, under supervision of the Policy and Advocacy Coordinator, will include:

- support to the activities of the Expert Group on Youth Rights of the European Youth Forum, with special attention to the preparation of a report on youth rights in Europe and related advocacy actions
- support to the Expert Group on Youth Rights in developing a comparative study on the status of youth rights in Europe, focusing on facts and figures related to age limits
- monitor policy developments on youth rights in Europe, also by direct contacts with members of the Forum and other relevant stakeholders
- assist with the Forum’s day to day functions: website revisions, preparation of media compilations, articles, events and presentations, maintaining databases, creation of distribution lists; etc.
- other tasks as may be required in relation to the work of the Forum

**Intern Profile**

- strong research and analytical skills
- background in political science, international relations, European studies, economics or related field
- strong organisational skills
- knowledge of European institutions, national policy making processes in Member States
- interest or experience in working with a rights-based approach to policies, alternatively with advocacy for the rights of young people
- excellent English writing skills, preferably at native speaker level
- ability to work independently and under tight deadlines
Organisational Profile
During the internship, the intern will provide support to the MEP assistant in monitoring European policies and European decision making process, following EP committee, drafting reports, organising conferences and seminars.

Within your internship you will acquire applicable knowledge regarding European policies, European decision making process, and relations between European institutions. Moreover, you will gain practical skills in organising events (seminars, conferences, exhibitions).

Internship Profile
Main responsibilities of the intern will be:

- daily monitoring of the European policies
- attendance to European Parliament committees
- attendance of seminars and conferences at the European institution
- drafting of reports
- targeted research and analysis
- organisation of conferences and events

Intern Profile

- knowledge of the EU political system
- very good knowledge of English
- knowledge of Italian (preferably)
- knowledge of German (preferably)
- flexible approach to the work
The European Security Round Table

Organisation Profile

The European Security Round Table (ESRT) is a neutral platform between the EU Institutions, NATO, think tanks, embassies and permanent representations as well as other relevant actors to discuss European security and defence issues. The ESRT is organising events from round tables, briefings, working groups, dinner debates up to high level conferences in close cooperation with European Institutions. A membership-based organisation, it provides a forum for the crucial topics of today as much as for discussions about the future direction of European security and defence policy. It is supported by a high-level Advisory Board and is unique with its focus on the European Parliament, encompassing all major political groups. www.security-round-table.eu

Internship Profile

We offer an interesting and diversified job within an enjoyable work atmosphere, where the intern will be given personal responsibility along with work experience and opportunity to establish contacts in the EU sector. Tasks will including assisting in/with:

- undertaking research into the latest developments in European security and defence
- assisting in the preparation, organisation and realisation of events and seminars
- attending meetings in the Parliament and other relevant institutions and report back

Intern Profile

The successful candidate should have the following qualities and skills:

- knowledge of and interest in the EU institutions and specifically the security & defense sector
- very good English skills (written and spoken), French and German is a plus
- ability to work effectively both in a small team and independently
- ability to prioritize multiple tasks in a fast-paced environment
- initiative, reliability and attention to detail
Organisational Profile

Created in 1926 by Joseph Draps, Godiva has become one of the most prestigious chocolate brands in the world. Godiva’s passion for innovation and luxury combined with a truly memorable experience contained in each mouthful has made us legendary.

Internship Profile

- do competitive analysis of our main segments
- help set up our sensory testing panel project
- be involved in day to day tasks: samples, preparation of team meetings, sales data sheets, sales analysis, and competitive sample filing system...

Intern Profile

- you speak fluently English (a must)
- you have a marketing / business background
- you are pro active, think out of the box, have great communication skills, hands on, a team player and can work autonomously
- you are proficient in Microsoft office: PowerPoint, Word, Excel
Organisational Profile
Part of the Gresham Group of luxury hotels, the Gresham Belson is a perfect business hotel located in Brussels between the Airport and the city centre. Easy access to the E-40 highway and just a few minutes away from the NATO headquarters, European institutions as well as the business parks.

The Gresham Belson Hotel Brussels is an ideal choice for business and leisure guests alike visiting Brussels as we offer complimentary transport to and from the Airport and the business parks in the vicinity of the hotel.

Internship Profile
The Intern will work in close cooperation with Nils Scheers. Main duties & responsibilities will be:

- sales administration
- guest correspondence
- long term sales projects

Intern Profile
The successful candidate should have the following requirements:

- English speaking
- flexible
- positive thinking
- sales minded
Organisational Profile
HLC is an independent strategy consultancy specializing in public policy issues. We help clients manage public interest, business and political issues and effectively participate in public discussions to shape opinions amongst their stakeholders. We work in partnership with a global network of like-minded experts and consultants, including internationally renowned NGO campaigners, economists, polling experts and political advisors. As we work across a large number of issue areas, we use an adapted skill set combining classic tools along with:

- competitive messaging and stakeholder analysis
- political vulnerability assessment
- brandholder analysis and communications
- minesweeper issues prioritization and dollar impact quantification
- grass roots amplification and campaign strategy
- pressure groups relationship building and management
- design to Win builds competitive marketing strategy for advocacy goals

Internship Profile
The Intern will work in close cooperation with partners and associates. Main duties & responsibilities will be:

- research and analysis of the effects of public policy on an organization
- assistance in daily monitoring of information sources such as government departments, European institutions, NGOs, and other bodies to keep informed about developments in related field of activity
- research on particular issues of relevance concerning clients and upcoming projects
- serving as a resource person on staff projects
- supporting HLC marketing activities, including research for new business proposals, updating content on harwoodlevitt.com, and other online and offline tools

Intern Profile
The successful candidate should have the following requirements:

- good organization skills
- research skills
- communication skills
- good drafting skills and attention to details
- good team player but also capable of working independently
- MS Computer Skills
Organisational Profile
Klenske Ink is a marketing and communications firm specializing in providing MarCom solutions for businesses operating in an international setting. Whether you are a US business looking to better communicate with an international audience or a non-US company preparing to launch or expand within the US – Klenske Ink’s team of native English speaking specialists are ready to help.

Internship Description
The Marketing Assistant and Researcher plays an essential role in developing the business of Klenske Ink and furthering its brand identity in targeted markets. Tasks will include:
- researching trends and issues in marketing and communication and drafting articles and white papers
- updating the company’s social media platforms, including blogs, Twitter, Facebook and LinkedIn
- creating and managing content for the company website
- creating content and strategies for various clients, including writing articles for publication
- administrative tasks

Intern Profile
The position requires individuals with the following capabilities:
- self-motivated, self-disciplined and capable of working independently and within teams
- ability to use social media, email, basic CMS and other online platforms
- fluent English. Other languages a plus
Organisational Profile
Klenske Ink is a marketing and communications firm specializing in providing MarCom solutions for businesses operating in an international setting. Whether you are a US business looking to better communicate with an international audience or a non-US company preparing to launch or expand within the US – Klenske Ink’s team of native English speaking specialists are ready to help.

Internship Description
Klenske Ink journalists are charged with creating content for a variety of publications. Tasks include:
- monitoring business news and feeds and creating daily content to feed various publication newsfeeds
- organizing, preparing for and conducting interviews and drafting articles
- working with editor and other freelance journalists in developing editorial schedules
- assisting with publication production

Intern Profile
The position requires individuals with the following capabilities:
- self-motivated, self-disciplined and capable of working independently and within teams
- ability to use social media, email, basic CMS and other online platforms
- fluent English. Other languages a plus
Organizational Profile
ICODA European Affairs is, since 1992, active in the European lobbying and consulting arena.
ICODA European Affairs’ offices are situated in Brussels, in the heart of the European quarter. Out of this central position, ICODA European Affairs delivers services to companies and organisations operating in Europe, but also to national and regional governments, NGO’s, the European Commission, and European trade associations.
In the area of European advocacy, ICODA European Affairs assists clients in their lobbying and communication with the European institutions. Its core business is identifying, monitoring and analysing new European developments and the impact of the new European legislation on the activities of its clients. ICODA European Affairs’ consultants combine up-to-date knowledge of the European decision making process with extensive practical experience, which will ensure clients a better positioning in the European arena. The consultancy specializes in financial and economic topics. Our expertise lays especially, but not exclusively, in the area of financial services legislation, which is relevant for insurers, pension funds, banks, asset managers, among others.
ICODA European Affairs offers an internship with one of its partners.

Internship Profile
ICODA European Affairs offers a full time internship with focus on the financial services sector, especially insurance. The intern will work very closely with the partner in charge of clients in the financial services area (insurance and pension funds especially). Tasks could include:

- research and analysis of one of the financial sectors to increase background understanding
- assistance in daily monitoring of key developments in the EU regulatory arena
- research on particular issues of relevance concerning upcoming regulation
- attendance of meetings with key stakeholders and reporting

Intern Profile
The intern should be:

- reliable and trustworthy, with eye for detail and deadlines
- good interpersonal and communication skills
- be able to work independently without forgetting he/she is part of a team
- analytical mind including willingness to research ambiguity
- efficient on-line research skills
- creative problem solving skills
- proficient in English, and preferably Dutch, any other language an asset
Organisational Profile
ING Belgium SA/NV is a subsidiary company of ING Group (www.ing.com). ING is a global financial institution of Dutch origin offering banking, investments, life insurance and retirement services to over 85 million private, corporate and institutional clients in more than 40 countries. With a diverse workforce of about 115,000 people, ING is dedicated to setting the standard in helping our clients manage their financial future.

The trend is clear: more and more customers are switching to online banking to carry out transactions or to buy simple products and services. For the most part, they still value personal, professional advice for complex products such as investments and mortgage loans. ING Belgium decided not just to adapt to these changing consumer preferences, but also to take the lead: ING Belgium intends to become Belgium's first direct universal bank. This business model aims to leverage the internet as a fully-fledged sales channel in close collaboration with the traditional branches. The strategy is now becoming reality: all of ING’s branches are being converted into attractive points of sale offering personal, professional advice and sales.

Internship Profile
Do you want to work on an important project for the Bank of Tomorrow on your own or with other students? The project will be centred on one of the 4 core requirements of customers (payments, savings & investments, loans or insurance) or deal with an organisational or commercial issue related to the introduction of the new business model.

Besides the project with which an ING colleague will assist you, we also offer you a range of other training opportunities: our business presentation "the lion attitude", compliance + security, developing assertiveness in business and product-related training (insurance, young people, cards).

Intern Profile
The successful candidate will have the following qualities and skills:

- third year students
- EN + FR / EN + NL / FR + NL
- results and Clients oriented
- good sense of communication
- good listener
- commercial awareness
- willing to work almost full time
Organisational Profile
A fast growing catering and event management company, LaBritannique has been expanding in size and number of events ever since its creation. After having participated in the Christmas market for two years in a row, we are now taking up the challenge of opening a La Britannique store/café in Brussels, at the beginning of February, selling original products from across the world as well as breakfasts, snacks and tapas. This is our first project of such great magnitude and La Britannique team could use the help of some fresh minds and ideas.

Internship Profile
We are therefore looking for motivated, dynamic, independent, fast-learning individuals willing to learn the ropes of business development right from the source. The interns will be working alongside and learning from La Britannique staff members, as part of the team.

The internship involves, among other tasks:

- helping to open up the new shop - logistics, marketing and business plans, special opening events, etc.
- marketing of the business and shop - as the shop will be an integral part of La Britannique, all our marketing projects will have to address every area covered by the business
- development and database input - covering both the catering business and the shop
- recipe collation
- daily administrative tasks centered around the atelier and the shop

Intern Profile
- relevant education - Business, Communication, Marketing, Event Management
- excellent written and oral initiative
- good IT skills including: comprehensive MS Office knowledge (particularly Excel and Word [Access and Outlook an advantage]); graphics and illustration packages, creation of websites; internet usage and use of social networking sites
- good organisational and analytical skills
- interest in food and drink, event management and social networking
- ability to work with little supervision
- demonstrable experience of similar duties
- fluent English and preferably French, but not mandatory
- willingness to learn and be part of a dynamic and multicultural team

Desirable skills:
- driving Licence
- anything more than a working level of any of the following: Dutch, German, Spanish, Turkish or Polish would be an advantage
Organisational Profile
The law firm Laffineur provides clients with the best legal and strategic advice in the fields of EU law, International trade and Belgian Law with a particular focus on Consumer, product safety and Health law. Based in Brussels, Laffineur Law Firm has close proximity and in-depth understanding of policies, objectives and legislative processes of the EU as they relate to clients of the firm. Because the firm participates in shaping the law at each stage of the legislative process, it is ideally positioned for analysing the provisions included in final legislation. The firm provides accurate legal advice and pursues effective arguments in litigation cases whenever the interests of its clients are stake.

Internship Profile
The intern will assist the law firm in its daily work. S/he will have the opportunity to

- participate in the daily processes of a busy law firm
- observe the practical outcomes and implications of EU, French and Belgian Law in the corporate world
- learn how a client-centred business functions

Primary tasks will include:

- monitoring and summarising press articles relevant to the practice of our law firm
- analysing and summarising cases from the European Court of Justice
- editing English-language documents drafted by the lawyers of our firm
- the intern may also be assigned with a specific project or research related to our practice

Intern Profile
The successful candidate will have the following qualities and skills:

- excellent English speaking and writing skills (French is a plus point)
- good people skills
- computer literacy
- reliability and trustworthiness
- good research skills
- international Affairs or Business Major preferred (law classes are a plus point)
Organisational Profile
The Ludwig von Mises Institute-Europe is a non-partisan think-tank fostering an open and free society and dedicated to bridging the gap between believers in the free market across artificial boundaries that often divide academic, business, and political circles. Members include former Prime Ministers, MEPs, former commissioners, key politicians, senior academics, business leaders and prominent journalists. Ludwig Von Mises Institute-Europe has as sole objective to creating prosperity for every individual, while initiating new and unaccustomed ways of analysis and debate in order to ensure Europe’s future prosperity and security in the world.

Internship Profile
To organize conferences and dinner debates held by LVMI Europe and participate in other important think tanks activities:

- to assist with our research projects on European politics and international relations
- to prepare a public relations plan for LVMI Europe
- to establish links with the civil society, media, business, politicians, the EU institutions as well as the European Parliament that will enable LVMI Europe to influence future policy initiatives
- to communicate with LVMI Europe's Patrons, Sponsors and Board of Directors
- to get sponsorship for LVMI Europe's debates, seminars and conferences
- to write a monthly newsletter as well as a weekly blog based on press cuttings sent by EU press officer
- update the website

Intern Profile

- proactive and interested in communicating with a wide range of people
- strong analysis, marketing and networking skills
- a very good knowledge of either English or French
- previous work experience in an office environment
- ability to work organized and independent
Organisational Profile
MasterCard Worldwide - with its MasterCard® and Maestro® brands - is a driving force at the heart of commerce, enabling global transactions and bringing insight into the payments process to make commerce faster, more secure, and more valuable to everyone involved. As a critical link among financial institutions and millions of businesses, cardholders and merchants worldwide, MasterCard provides services in more than 210 countries and territories. The Finance Net Revenue Planning and Analysis team of our European Headquarters, based in Waterloo, south of Brussels, is looking for an intern.

Internship Profile
The scope of the project is twofold:
1. Support the Incentive Team with the validation of incentive and customer marketing invoices and managing timely the payment flow in line with the contractual commitments with our customers
2. Support the Deal Performance Management Team with the acceleration of the roll out of the Deal Performance Tracking tool, a tool designed for account teams and finance managers to track the financial impact and performance of their business agreements

Tasks:
1. Invoice management process:
   a. Calculate deal performance and validated invoices to ensure invoice amount reflects contractual commitments
   b. Ensure customer has provided sufficient supporting documentation as per the contractual commitment: e.g. proof of marketing spend, volume and transactions certification, proof of launch or implementation cost
   c. Manage the certificates database
   d. Ensure timely payment of our invoices as per the timeframe of the contractual commitments
2. Deal Performance Tracker:
   a. Build a case by case excel based Deal Performance Tracker taking into account the specifics of each contractual agreement
   b. Deal Summary: translate contractual commitments into a term sheet
   c. Performance Calculation: automate incentive calculations to enable account managers and finance team to easily budget, forecast and accrue the correct amounts
   d. Train account managers and finance managers in the use of the tool

Critical success factors will be:
1. Invoice management: Correct calculation and validation of invoice amount and timely payment
2. Deal Performance Tracker: accelerated roll out of deal performance tracker tool across the account manager community

Ideal Profile:
- students in Business, Finance or Economics preferred but not mandatory, preference goes out to a hands on, practical and entrepreneurial candidate.
- outstanding verbal and written English skills.
- very analytical mind with strong eye for detail.
- excellent PC skills with in-depth knowledge of Microsoft Excel.
- ability to deliver with agreed timelines by being proactive and stress resistant.
- self motivated with good organizational skills and strong interpersonal communication skills
Organisational Profile
Management Centre Europe (MCE) is the largest provider of strategy implementation and business transformation programmes for international companies, wherever they have operations. Management consultancies usually only design strategies and reengineer processes. MCE is different. We enable individual managers and management teams to deliver on their strategic goals. To do this, we provide them with the necessary functional and cross-functional capabilities to measurably improve performance.

Internship Profile
Opportunities for Intern:
- working in an International professional environment – more than 30 different nationalities at MCE
- learning a lot and can add value to your career by having working experience in a Management Consulting company in Brussels - centre of Europe
- being part of a large, dynamic marketing team

The main tasks will be:
- market Research for Specific Market: Asia, Russia, Middle East, Africa, or Industry specific (Pharmaceutical, Medtech, Chemical, Utilities, Telecom)
- network with business people in above field through social media network
- to acquire new database for requested market/industry
- research & Analytical Skills are required

Intern Profile
The successful candidate should have the following requirements:

- language skills: English and one of the languages of Japanese, Chinese, Indian, Korean, Russian, African, Turkish, Arabic, etc...French, and Dutch are not mandatory, but plus.
- computer Skills: Microsoft applications (Excel, Word, PowerPoint), using Social Network media, correct & Fast Typing Skills
- student Nationality Preference:
  1. Asian: Japanese, Chinese, Indian, Korean, or someone who can speak one of those languages fluently (native level) and familiar with those cultures, business manners, having wide knowledge and deep insights on Asian markets
  2. Russian, African, Turkish and from Middle East or someone who can speak one of those languages fluently (native level) and familiar with those cultures, business manners, having wide knowledge and deep insights on those markets
- student Major Preference: studying related to one of the following subject: Pharmaceutical, Medtech, Chemical, Utilities, Telecom
Organisational Profile
Minerva Consulting & Communication is an agency specializing in the management and execution of communication and dissemination activities within European research related projects for the EU Programmes. Minerva gives support to research partners in EU project consortia, executing all dissemination and communication activities and raising awareness to target stakeholders and the public at large. Minerva has a sound expertise and familiarity in EU project management, with the EU administrative, reporting and accounting procedures, besides the writing of communication and dissemination activities in preparation of project proposals.

The main areas of competence are: media campaigns and press relations; events, workshops and seminars organization; graphic design; marketing communication; internet site developments; consultancy in European projects in the communication sector; training modules; impact assessment.

Internship Profile
The intern will be asked to:

- prepare ongoing projects communication materials and reports
- prepare articles, press releases, audiovisual material (provided that they have their own equipment) about scientific issues
- monitor the news on a regular basis on the ongoing thematic and collect information for the websites and the newsletters
- research and assist in updating the projects websites
- ask for interviews to researchers and contact editors and journalists to publish their pieces
- support in the organization of project events and workshops
- support in updating the mailing list of journalists based in EU countries and assist in keeping the relationships, the company has already established with them
- stay in contact with the Brussels community and environment
- attend project meeting and conferences at EU level, meet other journalists and expert in the sector from other EU projects
- help with a broad range of communications tasks supporting the work of the Project Managers
- assist in researching and drafting new project proposals for the FP7

Intern Profile
The successful candidate will have the following qualities and skills:

- English mother tongue or very good knowledge
- good organization and networking skills
- good drafting skills and attention to details
- good team player but also capable of working independently
- MS Computer Skills

Desirable:

- second language
- knowledge of European Projects
- strong interest and knowledge of new media
Organisational Profile
In October 1992 Republic of Macedonia assigned its representative to the European Communities in Brussels. On 22 December 1995 Republic of Macedonia established diplomatic relations with the European Community and negotiations commenced on conclusion of Interim Agreement on trade and trade-related matters. In February 1996 Republic of Macedonia raised its permanent Mission in Brussels to Ambassador’s level. The Mission of the Republic of Macedonia to the EU is in particular:

- to represent Macedonian interests in the European Union institutions
- to strengthen the Macedonian position in the EU,
- to maintain and deepen work contacts with the representatives of the European Union institutions, missions and permanent representations of other countries or supranational and international institutions,
- to ensure communication between the public administration bodies of the Republic of Macedonia and the European Union institutions
- to provide support for delegations sent by the Republic of Macedonia during their high level meetings
- to inform the centre about activities of the European Union and send technical documentation and literature
- to help increase awareness about Republic of Macedonia in the EU

The activities of the Mission are based on the priorities of the Republic of Macedonia’s foreign policy.

Internship Profile

- prepare documents for meetings of the Macedonian diplomats in the EU institutions, and make files
- participate and take notes from the meetings
- prepare and send documents to the respective Ministries and institutions in the Republic of Macedonia and vice versa to the EU institutions.

Intern Profile
The successful candidate should be:

- university degree on-going (Economics, Law, Political Science/International Relations)
- fluent in English /French (knowledge of Macedonian is an asset)
- proficiency in Microsoft Office Excel, Word and PowerPoint
- strong communication skills and attention to detail
- strong analytical skills

Important Note: the application must include a certificate of no criminal conviction
Mission of Montenegro to the EU

Organisational Profile
Mission of Montenegro to the European Union represents Montenegro and its institutions in Brussels. It follows the work and activities of the EU and participates in the preparation of the cooperation projects between the EU and Montenegro, as well as the activities concerning the European integration process of Montenegro. It also follows the participation of Montenegrin officials at the meetings in Brussels and serves as the liaison between the EU institutions and Montenegrin authorities. Mission of Montenegro maintains open channels of coordination with Member States of the EU, and ensures an ongoing dialogue through both formal and informal discussions during policy formulation as well as implementation.

Internship Profile
This internship includes series of activities:

- attending meetings, taking and writing the minutes of the meetings
- conducting research for the Ambassador and diplomatic staff
- organization of the visits of Montenegrin officials
- putting together updated information in different areas of the integration process of Montenegro
- public Relations activities

Intern Profile
The successful candidate should be:

- university degree on-going (Economics, Law, Political Science/International Relations)
- fluent in English/French (knowledge of Montenegrin is an asset)
- proficiency in Microsoft Office Excel, Word and PowerPoint
- strong communication skills and attention to detail
- strong analytical skills
**Organisational Profile**

The mission statement of the USDELMC is to: Represent the Joint Chiefs of Staff in deliberations and actions of the Military Committee in Permanent Session and other agencies of the NATO Military Authorities to ensure U.S. interests are advanced in all areas of military policy. USDELMC ensures continuous communication with Joint Staff principals and senior U.S. policy officials from the Department of Defense, the Department of State and other government agencies involved in the formulation of United States policy on all matters related to the Alliance. USDELMC maintains open channels of coordination and communication with Alliance member nations, and ensures an ongoing dialogue through both formal and informal discussions during policy formulation as well as implementation.

**Internship Profile**

The main duties of the intern will include:

- attending meetings, taking and writing the minutes of the meetings
- helping the planners write policy papers on diverse topics, including (but not limited to) the International Security Assistance Force (ISAF), Arms Control, Counter-Piracy, Contingency Planning, Military Budgeting, NATO Missile Defense, and NATO Space Policy
- preparing briefs for the policy planners
- putting together information books for conferences
- writing correspondence between USDELMC and various US departments
- working with the DOS/DOD on various NATO-US cooperative activities
- conducting research for the policy planners
- helping to host visiting dignitaries from the US and allied countries and showing them around
- working with the US Embassy and US Mission to NATO

**Intern Profile**

The successful candidate(s) should have the following skills:

- some knowledge of NATO
- knowledge of the US military
- ability to work independently

**IMPORTANT NOTE:**

**ONLY STUDENTS WITH A VALID SECURITY CLEARANCE ENROLLED IN THE MILITARY AND/OR THE ROTC PROGRAM ARE ELIGIBLE**
Organisational Profile
New Europe – the European weekly, published since 1993, carries news and analyses on European Affairs and EU-World Relations. As the only European publication with a regular coverage of 49 Member States, as well as Candidate and Neighboring Countries, New Europe is a unique product bringing European news to the Countries, as well as National news to the European Union. New Europe also features sections on the European Institutions, EU-Russia, EU-Asia and Transatlantic Relations, as well as on Energy, Environment, and Arts & Culture. Our print circulation comes to 66,000 copies distributed in Europe and beyond, while our news portal attracts over 190,000 visitors per month.

Internship Profile
Responsibilities include:

- monitoring daily news
- proof-reading NE’s pages
- updating NE’s news portal
- researching for NE’s stories and updating the database of external contributors
- attending press briefing and drafting reports
- writing news and analyses to be published in NE

Intern Profile

- interest in European affairs, EU-World relations, journalism and public relations
- fluency in spoken & written English; other languages are an asset
- any major is acceptable, but relevant communication courses are an asset
- good knowledge of MS Office application and Internet as a research tool
- web skills are an asset
- excellent telephone manner
Organisational Profile
PaperImpact is a Belgian-based specialty paper manufacturer’s association with 11 member companies from different European countries. Our members produce paper labels for the beer, wine, bottled-water, and spirits industries as well as flexible covering for food packaging. Our mission is to tout the benefits of specialty paper, and our motto is “Unfolding the potential of paper.” We feel that as a sustainable choice and a renewable and recyclable material, paper is a superior alternative to plastic.

Internship Profile
The Communication Intern’s responsibilities will include:

- assisting with our client magazine, the Newspaper, by coordination the publication and managing contact with the advertising agency
- participating in our Communications working group
- revising our multimedia presentation, “Paper Ambassador”
- updating the website Paper.us.org with stories, news, and events
- updating our extranet site and developing our extranet
- updating the database

Intern Profile
The ideal candidate has several of the following qualities:

- flexibility to do any necessary tasks is a must
- concentration or experience in Communications
- good communications skills and open mind is a must
- excellent English-language skills. Fluency in other languages is a plus
- computer proficiency
- ability to work independently and being proactive
- a positive person, eager to learn about our business
Organisational Profile
Pinnacle is the world’s largest specialist international public relations training, media training, communications training company with offices in London, Brussels and Dubai. We conduct training on communications-related topics in open courses, customised sessions and in larger conferences and seminars. Our clients are mid-level to senior public relations and communications professionals from the public and private sectors across Europe, the Middle East, Africa and beyond from NGO campaigners to CEOs and government ministers. The work is varied and our interns have the opportunity to gain valuable professional experience.

Internship Profile
The exact responsibilities are to be agreed but will include the following:
- market Research of target audiences for training programmes
- press and Brussels agenda review
- database entry and maintenance
- training support
- assisting our consultants in preparing training courses
- materials preparation and editing
- technical support (occasionally operating video cameras and microphones during training)
- market research – customer research, client feedback
- assist in the tactical marketing of courses
- providing general support to the office

As we are a training company, the interns can take part in a number of training courses. A personal development plan will be agreed at the beginning of the internship and reviewed weekly. Should it be required, job application coaching will be provided to the intern.

Intern Profile
- well organised: able to multi-task and respond to competing demands
- research skills: ability to undertake desk research and to summarise main points in succinct and clear reports. Analytical skills necessary to draw conclusions from research
- customer service orientation: automatically thinks from the clients’ point of view and what added value can be provided
- entrepreneurial skills: is able to spot opportunities and decide on action to take to turn opportunities into prospects
- communication skills: excellent quality written skills (especially in English), attention to detail. Understands how to communicate in professional contexts
- learning and developing: interested in own professional development and has a clear idea as to own career development. Values work experience as a way to develop their competencies and skills
- proficiency in MS Word, Excel and Power Point. Knowledge of basic web-site management
- languages: fluent in English, working knowledge of French and other languages an asset
Organisational Profile
RISI is the leading information provider for the global forest products industry. Our mission is to create the highest quality information for and about the global forest products industry and deliver it to customers as part of value-added solutions. RISI was founded in 1985 as Resource Information Systems Inc., and quickly established itself as the premier source of independent economic analysis for the global forest products industry. Top executives throughout the industry grew to trust RISI's rigorous and unbiased analysis to support their strategic decision-making. In 2000 RISI acquired publishing assets from Miller Freeman, bringing over eighty related industry publications into its portfolio. The new combined company gave customers easy access to a full range of industry intelligence, from news and prices to forecasts and market data.
Markets: Pulp and paper, timber, wood products, tissue, nonwovens
Operations: Boston; Brussels; Atlanta; Charlottesville; San Francisco; Portland, Shanghai; Sao Paolo; Helsinki and Singapore.
Ownership: United Business Media

Internship Profile
RISI is offering 3 focus areas for internships that will be matched to candidates based aptitude, interest, and priority (to be discussed during interviews). The intern will be set clear objectives at the beginning of their work with us and will be given responsibility over a significant part of the project.

1. Corporate Intelligence Analysis
The position will be in our news and data teams, with a large amount of work in researching on the internet: financials, protection of the environment and other details will need to be found on company web sites, financial analyst and independent certification web sites.

2. Sales & Marketing Assistance
The position will be in our sales and marketing department and will entail market research and support to our VP of Sales for the launch of a promotion campaign for a group of products.

3. Editorial Assistance
The position will be in our news and data team. Work would involve website development including compiling a library of images that could be used on our site, some research into best practices of using images in the public domain as well as some work on developing our use of social media for both marketing and editorial purposes.

Intern Profile
The ideal candidate will:

- be a business or management major with strong interest in business analysis and/or marketing
- have completed at least the second year of his/her degree
- be fluent in English (other European languages are an advantage)
- have strong computer literacy with good knowledge of Excel and PowerPoint
- have attention to detail and be willing to learn
Organisational Profile
Sunbeams is a NGO which focuses on raising awareness about how ordinary people can make a positive impact on the environment. It offers a wide spectrum of tools and activities for expats in order to make it easier to choose for an eco-friendly lifestyle:

1. bring information on eco-friendly practices together and make it easily accessible
2. contribute to making eco-friendly activities mainstream practices in Belgium
3. enable networking opportunities among expats and between expats and Belgians
4. facilitate expatriates' access to Belgian and/or global organizations dealing with the environment and nature
5. act as an intermediary between expatriates and Belgian authorities (local, regional and federal)
6. promote expatriates as an important target group towards Belgian authorities, organizations and individuals

Internship Profile
We are looking for volunteers who share the same passion and interest: people who care for the environment and our planet. If you have some time, dedication and maybe some special skills to offer, please do not hesitate. We will need people to take care of:

- IT issues, including website
- events
- writing articles, newsletter
- communication and marketing
- research and translations
The Jane Goodall Institute

Organisational Profile
Founded by renowned primatologist Jane Goodall, the Jane Goodall Institute is a global nonprofit that empowers people to make a difference for all living things. Our work builds on Dr. Goodall’s scientific work and her humanitarian vision. Specifically, we seek to:

- improve global understanding and treatment of great apes through research, public education and advocacy
- contribute to the preservation of great apes and their habitats by combining conservation with education and promotion of sustainable livelihoods in local communities
- create a worldwide network of young people who have learned to care deeply for their human community, for all animals and for the environment, and who will take responsible action to care for them

Internship Profile

- Management of the JGI Belgium Membership programme
  → updating database
  → communication with members about news, events and answering questions
  → helping to recruit corporate members
  → membership outreach preparation for January 2011 (getting information about the adopted chimpanzees, news from our JGI African programmes and other factsheets)
- Lead organiser for series of fundraising booths at school Christmas Fairs in late November and early December
- Event support for a variety of planned events (UN Peace Day, Environmental Fairs, Tree Planting event, etc.)
- Website maintenance
  → adding content to website
  → researching for new content and ideas to improve the website
- Assisting in the preparation of the JGI Belgium 2011 Annual Report
- Carrying out other administrative support tasks such as sending emails to volunteers or partner organizations, organizing meetings, updating book and merchandise stock, creating event reports, etc.

Intern Profile

- interest and personal commitment to the Jane Goodall Institute mission and activities
- fluent written and spoken English, with Dutch as an asset
- currently studying at a university level in a relevant field (biology, environmental studies, conservation, business administration, management, international relations, communication, public relations) or with related work experience equivalent
- good IT skills (Word, Excel) and knowledge of Drupal content management system to update website
Organisational Profile
ThinkYoung is a non-profit think tank based in Brussels. ThinkYoung is the first European thinktank concerned with youth, whose aim is strengthen the voice of young Europeans and lobby in their favour vis-à-vis decision-makers in Brussels. Our main activities are conducting surveys to find out the opinions of European youth, organising and contributing to conferences, and shooting documentary films about young people’s lives, in order to bring young people together to discuss and discover their opinions on various topics and to share these opinions with all generations. ThinkYoung works with a wide range of knowledge and financial partners, including universities; NGOs; private enterprises and foundations; politicians and the institutions of the EU. Our aim is to make Brussels aware of what young people think; our vision is to make Europe think young.

Internship Profile
The intern will be considered as an integral part of the team and will carry out similar tasks to those of other team members. As such, all interns will receive exposure to all the main themes of the organization, including interacting with high-calibre external stakeholders. These vary from administrative to technical and creative responsibilities, such as:

- proposal writing vis-à-vis funding from private companies, foundations and programmes of the EU
- management and expansion of relations with politicians, journalists, private foundations and other NGOs and civil society actors
- organisation of conferences
- project management and development
- article & research writing for dissemination in Europe-wide media

The focus and learning objectives of the internship will be set according to the interests and abilities of the candidate, and will be discussed before the start of the program.

Intern Profile
- organised and self-motivated working style, pro-active attitude
- high level of English
- passionate about political and economical EU-themes
- excellent verbal & written communication skills
- student or recent graduate of business; management; journalism; communication studies; political sciences or similar programme
- computer literate in all main Microsoft Office applications
- prior working experience in no-profit or governing agencies not required, but a plus
- knowledge of French and other languages not necessary, but a plus
Organisational Profile
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Internship Profile
The webmaster will be in charge of the development of the new ThinkYoung website and its updates that will answer ThinkYoung’s needs and communication requirements. The webmaster will also be in charge of implement the frequent updates on the current website, usually dealing with contents in terms of texts, images, multimedia contents, integration to the current structure (new sections, new components, new applications integration). He will also be in charge of the innovation and development of ThinkYoung social media channels (Facebook; Twitter; YouTube).

Intern Profile
- bachelor’s degree in computer science or equivalent experience (at least)
- personal and Social Skills
- mature, self-motivated and able to work well independently and in a team environment
- strong problem solving skills and ability to prioritize workload
- strong attention to details
- excellent English oral and writing
- other European language knowledge would be a plus, but not mandatory
Think Young (III) – Media Officer

Organisational Profile
ThinkYoung is a non-profit think tank based in Brussels. ThinkYoung is the first European thinktank concerned with youth, whose aim is strengthen the voice of young Europeans and lobby in their favour vis-à-vis decision-makers in Brussels. Our main activities are conducting surveys to find out the opinions of European youth, organising and contributing to conferences, and shooting documentary films about young people’s lives, in order to bring young people together to discuss and discover their opinions on various topics and to share these opinions with all generations. ThinkYoung works with a wide range of knowledge and financial partners, including universities; NGOs; private enterprises and foundations; politicians and the institutions of the EU. Our aim is to make Brussels aware of what young people think; our vision is to make Europe think young.

Internship Profile
The media officer is in charge of the entire ThinkYoung’s media interface. His or her main tasks are the following:
- to develop ThinkYoung’s relations with European Media by meeting them, participating to their events...
- to manage ThinkYoung’s Writing Team or network of writers
- to manage all the members of the writing team and the publication of each of their articles in our media partners and through ThinkYoung’s media platforms
- to expand the contact database that can contribute to the media activities
- to manage the projects dealing with media and publications
- to manage Facebook and Twitter daily updates

The intern will receive exposure to all the main themes of the organization, including interacting with high-calibre external stakeholders. These vary from administrative to technical and creative responsibilities, such as:
- survey design, conduction, analysis and presentation, as well as publication and dissemination of results
- management and expansion of relations with politicians, journalists, private foundations and other NGOs and civil society actors
- organization of conferences
- project management and development
- article and research writing for dissemination in Europe-wide media

Intern Profile
- bachelor degree (or equivalent professional experience) in European Studies, or management.
- previous professional experience in managing a project;
- good organization, team player, excellent communication skills, sociable;
- familiar with Microsoft Office tools, Google, and social medias (facebook, Twitter...);
- knowledge of other European languages
- knowledge in updating and creating a website
- excellent English oral and writing, other European language knowledge would be a plus
Organisational Profile
Younited S.A, the holdings company for the TrustedFamily brand was incorporated in July 2007. The company is based in Belgium and currently services a number of families and organizations across the world. TrustedFamily caters to over 50 clients who have adopted the platform as a central force in keeping a family. With clients based in 15 countries managing total net wealth of around 110 billion US dollars, the tool is key to achieving operational efficiency in a family business. The product is supported by a core team of developers and account managers based primarily in Belgium with a sales presence in key region. TrustedFamily has developed a communications platform that enables families and family businesses to engage, interact and collaborate more effectively. Our platform enables various groups to capitalize on the strength of social networks. We have built a highly secure tool that protects a family’s privacy while allowing affluent and influential individuals improve the social cohesion of the cluster they belong to.

Internship Profile
You’ll be on TrustedFamily’s front lines to help our 7,000+ users spread in 15 countries and over 4 continents to manage their online family communities. You will be shaping and educating customers on how to manage online communities support their needs and define projects that will shape and build the functionalities of our platform.

Your role is broad & mission-critical for us. We’re seeking an enthusiastic individual who can help communicate the customer’s voice internally. You will be working with our Chief Account Manager to manage customer projects, provide support, strengthen relationships, and understand client’s frustrations with their online communities.

Intern Profile
- Strong work ethic and can handle multiple tasks
- Strong verbal and written communications skills; fluency in English and another European language is required
- Passion for great customer service: dedication to resolving issues
- Love of family business, web technologies and/or social network
- Higher education or university degree required
Organisational Profile
Founded in 1907 as a messenger company in the United States, UPS has grown into a $51.5 billion corporation by focusing on enabling commerce for its customers around the world. Today, UPS is the world’s largest package delivery company and a leading global provider of specialised transportation and logistics services. Every day, UPS delivers more than 15.5 million packages and manages the flow of goods, funds and information for its customers in more than 200 countries and territories worldwide. Globally, UPS employs 425,000 people, utilizes a delivery fleet of approximately 100,000 vehicles and operates the 9th largest airline in the world. The company can be found on the Web at www.ups.com. UPS first entered Europe in 1976 when it established domestic small package operations in Germany. UPS has since developed a comprehensive European service portfolio, combining local expertise in each market with UPS’s international strength and high quality standards. Headquartered in Brussels, UPS in Europe currently employs 40,000 people across the EMEA region and is an Equal Opportunity Employer.

Internship Profile
Project Purpose:  Supporting a new project of Marketing Customer Experience Management aimed to improve customer retention through better customer experience
Project Description:  New Customer On-Boarding program aims to provide consistent cross-functional customer experience to the new customers of UPS.

The intern will be responsible for:

- general administrative support of the Customer Experience projects
- maintaining and ensuring that the latest CEM material is uploaded in our customized software
- liaising with the external consultant for the software support when necessary
- running, maintaining and potentially enhancing existing databases and reports for the CEM processes

Intern Profile
- student with a marketing/business background
- strong communication skills (fluent in English, knowledge of German and/or Italian is a plus)
- creative and able to think strategically
- well organized, able to build and manage projects within this scope
- good Microsoft Office and PC skills
Organisational Profile
Founded in 1907 as a messenger company in the United States, UPS has grown into a $51.5 billion corporation by focusing on enabling commerce for its customers around the world. Today, UPS is the world’s largest package delivery company and a leading global provider of specialised transportation and logistics services. Every day, UPS delivers more than 15.5 million packages and manages the flow of goods, funds and information for its customers in more than 200 countries and territories worldwide. Globally, UPS employs 425,000 people, utilizes a delivery fleet of approximately 100,000 vehicles and operates the 9th largest airline in the world. The company can be found on the Web at www.ups.com. UPS first entered Europe in 1976 when it established domestic small package operations in Germany. UPS has since developed a comprehensive European service portfolio, combining local expertise in each market with UPS's international strength and high quality standards. Headquartered in Brussels, UPS in Europe currently employs 40,000 people across the EMEA region and is an Equal Opportunity Employer.

Internship Profile
Every year UPS adjusts its published rates in all European countries to align with the market and the main competitors. Our prices need to be competitive yet guarantee profitability and revenue growth in the highly competitive express courier industry. The Intern will work with Michael Kozlowski in the marketing department and be a part of the rate setting team. Main Duties & Responsibilities will be:

- analyzing rates, zones, and accessorional service offering
- updating UPS systems with new rates and zones
- creating and auditing output to be published in Service and Tariff Guide

Intern Profile

- timely: tasks performed within deadline
- quality: attention to detail is key
- accurate: submitted rates must be audited
Organisational Profile
United Technologies Corporation (UTC) is a diversified company whose products include Carrier heating and air conditioning, Hamilton Sundstrand aerospace systems and industrial products, Otis elevators and escalators, Pratt & Whitney aircraft engines, Sikorsky helicopters, UTC Fire & Security systems and UTC Power fuel cells. UTC Fire & Security helps people protect families, property and communities. From home to industry to national security, technology from GE covers the full spectrum of security solutions, including high-tech video monitoring, intrusion and smoke detection, real estate and property access control. UTC Fire & Security’s finance team is currently looking for an intern to help us on various projects within the finance department. In these roles reconciliation between Oracle, Hyperion and Business Objects is key for producing accurate data. The intern will be working closely with our financial planning and analysis (FP&A) manager, EMEA Controller, local finance managers and supply chain finance.

Internship Profile
The intern’s main activities will be focused on projects related to cost analysis. The intern(s) will be involved in the following areas:

- participate in EMEA-wide projects – analysis on specific costs of the business
- gathering/Collecting EMEA cost from the 23 entities and consolidation / analysis / process building and set up
- follow-up on current projects within Finance departments

Intern Profile
The intern should have the following profile:

- finance/accounting background
- strong team spirit
- self-starter
- responsiveness
Organisational Profile
World Natural Care (WNC) is an environmentally conscious Belgian company which specializes in plant extracts for cosmetics as well as for the nutraceutical and phytotherapeutic industries. Today we are making significant progress in “custom-made” extractions of various quantities which replace ingredients derived from petroleum in food supplements, cosmetics & SPA products. All WNC productions are Petroleum & Parabene-free. We only produce customized products to suit the needs of each customer under his own brand name.

WNC employs a “Value-Based” marketing and pricing system, and as such we are committed to demonstrating the uniqueness of our products and describing how they can add “value” to the consumer. Business, communication, and marketing majors may be particularly interested in learning more about “Customer-Value”.

Internship Profile
The intern will be learning about and deal with Marketing & Sales. The intern will assist WNC in the company's daily operations and could be responsible for any of the following:

- compilation and analysis of relevant data for the Marketing & Sales dept.
- update of the various tools and databases
- ad hoc support for short-term specific projects
- the promotion of the company products/services through the update or creation of leaflets
- support material for the sales agents
- research of prospects

She/he will also assist & learn on Value-based quotations & pricing. The intern may be given the opportunity to get a hands-on experience with selling on Customer-Value. The intern may also have opportunities to participate in relevant meetings with prospects/customers, on an ad-hoc basis, following the negotiations.

Intern Profile
The ideal candidate has several of the following qualities:

- preferred Communication / Business student with some knowledge of marketing and sales
- interest in Natural/Organic products issues & Environment friendly industries
- good research, communication and networking skills
- good organizational and interpersonal skills and friendly disposition
- good knowledge of English; knowledge of other languages is a plus
- strong team spirit & self confident
- ability to multi-task and prioritize responsibilities: the intern will organize his/her own daily work
- adaptable, creative, methodical, motivated individual