

Traineeships at CEMR

September to December 2023

The **Council of European Municipalities and Regions** ([CEMR](#)) is the largest network of local and regional governments in Europe. Together with its 60 associations in over 40 countries, CEMR promotes the construction of a united and democratic Europe based on local self-government, respect for the principle of subsidiarity and citizen participation. To achieve this goal, it endeavours to shape the future of Europe by enhancing the local and regional contribution to the EU agenda by 1) seeking to influence European law and policy, and 2) promoting exchange of experience at local and regional levels and cooperating with partners in other parts of the world.

Our activities revolve around themes such as citizenship, climate and environment, international partnerships, and territorial cohesion and development.

Our vision

We endeavour to become the foremost network of territorial leaders, with a vision to ensure that local and regional governments are best equipped to drive the transition of their territories and communities towards Europe 2050 and address global challenges. We will get there by unlocking the power of multilevel governance and by boosting local efforts toward European and international cooperation while leveraging the unique strength of our community made up of one million locally elected politicians from all over Europe.

Are you currently enrolled in a university programme?

Are you interested in EU policy issues?

Are you ready to learn a lot about European regions and municipalities?

Then CEMR is a good choice for you!

Opportunities in the CEMR team

- See your ideas come to life
- Get your work seen on the European stage
- Practice your skills in an international and creative work environment
- Gain work experience while adding a great reference to your CV
- Be part of a dynamic, friendly, and multicultural team
- Network and be part of a community

CEMR is currently looking to recruit interns as follows:

- **2 interns for policy work** for a minimum of 4 months during the period **September to December 2023** (exact dates to be agreed)
While policy interns will work across various topics, candidates are invited to indicate their areas of interest among the thematic areas described below.
- **1 intern for the [PLATFORMA project](#)** for a minimum of 4 months during the period **September to December 2023** (exact dates to be agreed)

Policy Work

CEMR works on various thematic issues including

- Governance, democracy, citizenship, gender equality, local democracy, town twinning, diversity and inclusion
- Environment, climate, energy, urban mobility, circular economy
- Local and regional public services
- Digitalisation
- Local Finances
- Local governments as employers
- Economic, social and territorial cohesion and EU Cohesion Funds

For the period September – December 2023 CEMR is looking for two policy interns on the following topics:

Environment & Climate

The intern will support colleagues active in the field of environment & climate, working on various themes such as energy and climate transition, mobility, environment, circular economy, sustainable finances. S/he will support the work on communication and policy and contribute to the implementation of EU projects ([Covenant of Mayors](#), [Green City Accord](#), others).

Territories, good governance and public services

The intern will support colleagues active in the field of territorial development and good governance, working on various themes including cohesion policy and EU funds, urban, territorial and rural development, digitalisation, local and sustainable finances, EU governance and public services.

PLATFORMA Project

The intern will support the International Partnerships thematic area, working on policy and projects, such as [PLATFORMA](#) and [Bridges of Trust](#), related to international city-to-city cooperation. S/he will support policy work by following discussions in the relevant EP committees (AFET, DEVE, CULT), contribute to preparation of studies and publications, help organise international events, drafting short news and social media content, provide support at statutory meetings, and meetings of thematic groups.

What do we expect from you?

- A strong interest in and understanding of EU affairs and the proposed topics
- Good communication and drafting skills
- Motivated team player
- Very good command of English; French desirable; other languages a plus
- Efficient use of IT tools: MS Office (Outlook, Word; Excel, PowerPoint), Google suite, teleconferencing software (Zoom, WebEx, MS Teams)
- Knowledge of online graphic design tools (Canva, KapWing, etc.) is considered a plus
- Ability to effectively use social media
- Willingness to learn

Overview of tasks

As part of your internship, you will:

Help prepare and organise meetings and events

- Assist in tasks related to communication and event preparation and delivery such as: expert groups, webinars, statutory or project meetings

Assist in lobbying activities

- Monitor and follow legislative agenda on different topics; attend relevant Committee meetings of the European Parliament, European Committee of the Regions and other bodies.
- Contribute to informing CEMR members by preparing regular internal updates, policy briefs and timelines.

Assist in externally-funded activities

- Support project activities
- Helpdesk support, specific research, and analysis

Assist in drafting articles, reports, publications, studies, or good practices

- Produce reports following participation in meetings or events such as conferences, expert group meetings, communication exchanges, information seminars
- Prepare polls and surveys to collect data and contribute to analysis

Attend meetings and events as relevant

The list of tasks is not exhaustive and can be adapted depending on the organisation's needs as well as the candidate's interests and experience.

Who will support you during your internship?

Each intern will be assigned a mentor who will orient and guide the intern's work.

Additional information

- The internship is unpaid. However, interns will receive daily meal vouchers and reimbursement for Brussels public transport monthly tickets (if you work at the office);
- The traineeship is based in Brussels, in a modern, well-situated office in the European Quarter. Interns are required to be in Brussels during the duration of their internship (subject to current Belgian rules and regulations).

How to apply?

Send your **CV** in English to the address internship@ccre-cemr.org. Please include a short **cover letter**, in English or French, describing why you are a great fit for the role. Please indicate your availability, university requirements **as well as your preference for the internship**:

- Policy intern Climate and Environment
- Policy Intern Territories and Public Services
- PLATFORMA project Intern

Please note **that only students enrolled in a university programme** can apply for the position. An internship agreement ("Convention de stage") is mandatory.

Application deadline: 30 June COB 2023

CEMR is an equal opportunity employer

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