

Research traineeship at CEMR

(January to June 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.

We offer a five-month traineeship opportunity for an **aspiring research officer**.

Are you currently affiliated with a university?

Are you interested in EU 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 and concepts 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 build community

In the Research and Project Team :

The intern will support the Research and Project Team, working on various themes covered by the different thematic teams covered above. In these thematic areas, s/he will support the work on communication, drafting of surveys and questionnaires, contribute to preparation of studies/publications. Support with the organisation of the CEMR working groups: Research and Studies expert group and External Funded Activities platform, gather relevant information, draft and circulate “updates” to the members of both groups.

What we would like 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 the team in its lobbying and communication activities

- Contribute to communication and social media activities of the team, media monitoring, support in media coverage of events, draft and translate articles.
- Monitor and follow legislative agenda on different topics; attend relevant Committee meetings of the European Parliament.
- Contribute to informing CEMR members through regular internal updates, policy briefs and timelines.

Assist the team in their external-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 weekly team meetings and other meetings when 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 in his/her thematic team.

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.

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: 8 January 2022

CEMR is an equal opportunity employer

Find us

- Online: www.cemr.eu
- Twitter: twitter.com/CCRECEMR
- LinkedIn: linkedin.com/company/1052285
- Instagram: instagram.com/ccreecemr

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