



Internship with the Eastern Partnership Civil Society Forum Secretariat

The Secretariat of the Steering Committee of the Eastern Partnership Civil Society Forum (EaP CSF) is accepting applications for an internship. The Intern will assist the Director of the Secretariat and the Communications Manager in administrative, policy and communication related tasks.

Job location: Brussels, Belgium

Starting date: Mid-August

Duration: 4– 6 months (please state your preferred time period in your application)

Candidate's Profile

The Intern will:

Have basic understanding of the workings of the EU, bilateral and multi-lateral tracks of the Eastern Partnership, and civil society involvement in the Eastern Partnership

Be a recent graduate of European Studies, International Relations, Public relations or other related field

Be fluent in English and able to interact verbally and in writing with professionalism; good level of Russian is an advantage

Be an independent, problem solver, team player

Be flexible to perform a wide variety of tasks in a small office

Main responsibilities

Support the organisation of various events and in particular the Annual Forum Assembly in Kyiv

Participation in events related to the Eastern Partnership in Brussels and minutes taking

Press monitoring of developments on the Eastern Partnership in the Partner countries and Brussels

Drafting articles for the EaP CSF website and posting them

General assistance in administrative tasks

Working on the EaP CSF membership database , work with distribution platforms and mailing lists

Liasing with members of the Forum and contacts in Brussels and EaP countries

Selection Process



CV and motivation letter should be sent to applications@eap-csf.eu by midnight CET 19 July with the reference: "Internship". Only candidates selected for interview will be contacted. The interviews will be conducted in Brussels or via Skype.

The internship is not paid, however the Secretariat will be able to reimburse the transportation expenses in Brussels.

About the Forum and the Secretariat

The Eastern Partnership Civil Society Forum (EaP CSF) was established in 2009 and aims to support Eastern European countries' sustainable reform process with a view to accelerating their political association and economic integration with the EU. The Forum strengthens the diversity and plurality of public discourse and policymaking by holding governments and public authorities accountable to the commitments made in the joint declaration of the Prague Eastern Partnership summit, signed by the EU and the governments of the six Partner countries. See www.eap-csf.eu for further details.

The Secretariat of the Forum was registered in 2012 as an international non-profit organisation in Brussels, Belgium. The Secretariat serves as an information, coordination and expertise hub for the participants of the Forum, the bodies of the Forum, and stakeholders in Brussels and Eastern Partnership countries. It works to support the activities of the Steering Committee and enhance the visibility of the Forum.