The European Affairs Consulting Group (eacon) is offering an internship to a driven and thorough individual (m/f) who seeks to gain valuable insight into the work of a political consultancy in Brussels. The minimum duration of the internship is three months; applications are accepted on a rolling basis.

Job Description:

- Monitor key policy debates and developments in the EU on diverse issues relevant to our clients
- Draft articles, speeches, presentations and correspondence in English and German
- Perform research to support ongoing projects
- Work with EU legislation
- Assist in organising meetings with policy makers, as well as medium- and large-scale events
- Carry out general administrative tasks as required

Requirements:

- Completed Under-/Graduate degree in EU Studies, EU Law, Political Science, Communication or other relevant subject
- Sound knowledge of the functioning of the European institutions and the decision-making process
- Mother tongue level of German and fluent level of English is a must
- Knowledge of French is an advantage
- Work experience in a relevant field, with professional experience in EU institutions an asset
- Experience in working with legal texts is an advantage
- Open-minded, flexible, and enthusiastic team-player who works well under pressure
- High attention to detail and ability to meet deadlines
- Good knowledge of Microsoft Office
- Ability to legally work in the EU

This is a full-time position. Only shortlisted applicants will be contacted.

Please send your CV and cover letter in English to the attention of Mr Federico Torres to recruitment@eacongroup.com indicating the preferred dates of the internship.