



Communication Internship position at EARTO European Association of Research and Technology Organisations

Description

EARTO is the Association of Research and Technology Organisations, representing 350 RTOs throughout Europe. EARTO's goals are to present RTOs as key EU Research & Innovation actors, to ensure that the EU framework conditions are favourable and to ensure RTOs' access to funding from EU programmes.

EARTO is offering a position for a 3 to 6 months internship starting end of February 2017. The intern will mainly support the team composed of 6 people (Secretary General, Deputy SG, 3 Policy experts, 1 Administrative & Events Assistant) in implementing its communication strategy. Main tasks (non-exhaustive) consist of:

- Assisting in setting up a weekly/monthly news broadcast
- Updating website and social media accounts
- Launching YouTube channel:
 - Retrieve content (videos of innovations) from members' Communications Director
 - Proceed to selection and plan feeding the channel
- Tracking press coverage and build highly targeted press lists for priority issues
- Helping in production of publications such as Innovation Awards Brochure
- Assisting in the preparation of events

Your profile

- Student with the possibility to have a contract signed with your university ("convention de stage")
- Fluent in English, French and/or other language is an asset
- Knowledge of Office (Word, PowerPoint, Excel)
- Knowledge of software for video editing
- Available for 3 to 6 months

Fees

- Lunch vouchers "*Tickets restaurants*": 7€/day
- Transport in Brussels fully refunded (STIB subscription)

Application

- Send your CV and letter of application by email to Ms Ioana Piscoi secretariat@earto.eu