



INTERNSHIP PROFILE

EBCAM RESEARCH ASSISTANT

Description of the association

The European Business Council for Africa and the Mediterranean (EBCAM), founded in 1973, is the federation of the European national chambers that represent investors and operators in Africa, based in Brussels. Through its members, EBCAM today represents some 6,000 European companies with interests in the African continent, working for a close cooperation between the European private sector and African countries. For more information about EBCAM, please visit our website at the following link: <http://ebcam.eu/>

What we offer

We are looking for 2 young enthusiastic interns based in Brussels, motivated to work in an international environment in close connection with EU institutions and agencies available to start as soon as possible.

The duration of the internship should be between 4 and 6 months, the engagement will be part-time and there is the opportunity to work remotely.

The internship is not remunerated, however EBCAM covers expenses related to daily work activities.

Your tasks

During the internship, you will receive a number of tasks to gain experience and develop your skill set by:

- Going to physical conferences/participating in webinars within the EU bubble representing EBCAM;
- Collecting information and producing reports related to European and other Brussels-based institutions activities on Africa and development cooperation;
- Assisting in organising events and preparing EBCAM's General Assembly in Brussels;
- Updating the website with members' activities, news, and EBCAM related activities;
- Generating social media content and engagement on LinkedIn;
- Contributing to build and disseminate EBCAM's monthly newsletter;
- Assisting with general office management when necessary.



Requirements

- Minimum 3 years of university level studies (Business, Communication, International Relations, Social studies, Migration, EU studies) or currently enrolled in a Bachelor's degree.
- Fluent in English (both written and verbal), other languages are an asset;
- Excellent research and writing skills;
- Organisational skills;
- Able to work autonomously and in a team;
- Self-starter;
- Attention to details;
- Flexibility;
- Basic knowledge of ICT and social media;
- Affinity with or basic knowledge of Africa is an asset (working/living experience and/or field of study);

We understand that the ideal candidate may not meet every requirement, and we encourage applicants with diverse experiences and skills to apply.

How to apply

Please send your CV and cover letter to contact@ebcam.eu by **03 November 2024**, mentioning in the subject line "EBCAM Research Assistant-NAME-SURNAME".