



INTERNSHIP JOB DESCRIPTION

ROLE DESCRIPTION AND PURPOSE

Eurosif is looking for a full-time intern to join its Brussels-based team for 6 months. The successful candidate will be assisting in various workstreams, including administration, finance, event organisation, policy and communications. The successful candidate will work closely with the Executive Director and other team members.

KEY RESPONSIBILITIES

- **Finance and administration (30-40%)**
 - Support financial reporting and management including: processing invoices/tickets internally, updating the budget spending monitoring excel spreadsheet, etc.
 - Support in preparing reporting to members, on grants and assist in preparing grant applications.
 - Logistics support for the team and office, including of meetings, events; maintaining office supplies and equipment, as well as making travel arrangements.
 - Updating the contacts database.
 - Support the Executive Director in other administrative matters.
- **Events & Communications (30%)**
 - Support the communications team with social media monitoring, drafting posts and website updates.
 - Assist in drafting monthly newsletters.
- **Policy work (30%)**
 - Support the policy team with policy monitoring, taking notes from meetings and calls, and reporting.
- Assist in other tasks when required.

ROLE REQUIREMENTS

- Good communication skills: Fluent knowledge of English both speaking and writing is essential, as well as written and spoken fluency in French.
- University degree (bachelors or masters) ideally in finance, economics or business management/administration.
- Excellence in working with Excel spreadsheets and good basis in finance.
- Professional, reliable and with great attention to detail.
- Well-organised, good at prioritising and meeting deadlines.
- Positive attitude, team-player while also able to work autonomously.
- General knowledge of EU institutions and interest in EU politics.
- Proficiency in Microsoft Office Package (PowerPoint, Excel, Word, Ms Teams, etc.).
- Available to start at the beginning of September 2024.

WHAT WE OFFER

- Paid internship for a period of 6 months, with the possibility of extension, in line with the convention d'immersion professionnelle (CIP).
- Experience of working and participating in activities and the day-to-day operations of a European organisation with a small, dynamic, mission-driven and international team.
- Acquiring practical knowledge of how the EU legislative making process and advocacy works.
- Exploring the world of EU sustainable finance.
- Flexible working style (hybrid office/home setting).
- A friendly working environment.

APPLICATION PROCESS

Please send your application entitled “Internship – [First Name, Last Name]”, including a CV and a cover letter/email, by **15 July, noon** contact@eurosif.org. Please note that only complete applications will be considered.

ABOUT EUROSIF

Eurosif is the leading European association for the promotion and advancement of sustainable and responsible investment across Europe. Eurosif's membership is comprised of Europe-based national Sustainable Investment Fora (SIFs). Each of the SIFs has a broad and diverse membership including asset managers, institutional investors, index providers and ESG research & analytics providers.

The main activities of the organisation involve:

- Actively contributing to EU public policy and regulatory developments in the area of sustainable finance.
- Conducting research that enables a better understanding of sustainable investment and the obstacles encountered by sustainability-oriented investors.
- Promoting best practices in sustainable investment.

Eurosif has its premises in the EU quarter in Brussels. The team is small but international and composed of motivated and friendly professionals who care about sustainable development.