

## INTERNSHIP DESCRIPTION

**Position:** POLICY INTERN

**Period:** January – June 2012 (6 months)

**Location:** Brussels

**Conditions:** all interns are engaged under an internship contract with a standard remuneration

**Eurochild** is an international non-profit-making association based in Brussels, which aims to promote the welfare and rights of children and young people at European level and, through its membership, at national levels across Europe. We are supported financially by the European Commission.

We are looking for an intern to assist in the development of Eurochild policy work. Interns are part of the staff team and expected to contribute to the overall work of Eurochild, as appropriate.

### Responsibilities:

- Follow-up developments of EU policies and other international organisations, such as the Council of Europe and the UN, regarding children’s rights and welfare in Europe
- Assist in the drafting of Eurochild policy documents and responses
- Assist in the preparation and follow-up of Eurochild events and meetings, including minutes taking
- Participate and report back from external meetings
- Assist in the liaison with Eurochild members and follow-up of relevant policy developments at national level

### Qualifications:

- University degree or relevant experience in social areas/ child rights
- Knowledge of EU institutions and policy making procedures is a plus
- Excellent spoken and written English; other EU languages desirable
- Computer literate (office applications, internet)
- Enthusiasm to work in a small, interdependent and international team

### To apply:

Please submit a CV and motivation letter via email to [mafalda.leal@eurochild.org](mailto:mafalda.leal@eurochild.org) entitled “policy intern application”. Deadline for applications: **30 November 2011**

**Interviews are planned to be held in the second week of December 2011.**

**Only short listed candidates will be contacted.**

November 2011