



**Climate Action Network Europe is looking for a  
Multi-Stakeholder Cooperation Assistant**

Climate Action Network (CAN) Europe is Europe's largest coalition working on climate and energy issues. With over 195 member organisations in more than 38 European countries - representing over 40 million citizens - CAN Europe works to prevent dangerous climate change and promote sustainable climate and energy policy in Europe.

CAN Europe's Secretariat represents and guides the Network. It is one of the most active organisations engaged in lobbying and advocacy among the EU decision makers in Brussels. Its team is a group of dynamic and effective policy experts, combining enthusiasm and commitment to environmental protection with strong belief in the power of science and evidence in policy-making.

CAN Europe's Secretariat is currently seeking a dynamic individual with a demonstrated interest in network development, stakeholders cooperation and project management, and passionate about climate and energy issues to gain professional experience in the Network Development team. The position is full time (or 4/5) and based in Brussels.

**The intern's responsibilities will include the following tasks:**

Organisational and logistical assistance to the Project Coordinator for the CEE Study Tour to Brussels (May - June 2023), esp. on:

1. Creating the Study Tour agenda and developing details for its particular elements;
2. Outreach and arrangements with potential speakers (content, logistics);
3. Coordination organisational and logistic needs with the Study Tour participants;
4. Logistics of the Tour: organising venue for the event, accommodation for participants, supporting them in their travel arrangements;
5. Coordinating production of supporting publications;
6. Developing recommendations gathered at the Tour;
7. Contribute to the project reporting.

### The ideal candidate will have the following attributes:

1. Demonstrated interest in the mission and values of CAN Europe;
2. Previous experience of project management
3. Relevant professional experience and/or academic background;
4. Experience in operating in international networks, with a specific interest in Central Eastern Europe
5. Excellent written and oral communication skills (English, any other European language is a bonus);
6. Familiarity, and/or at least motivation to work with online graphic design, marketing and customer service tools such as Mailchimp, Canva and Hubspot. Pre-existing knowledge of those tools is considered an asset.
7. Ability to prioritise and manage diverse tasks, meeting deadlines while maintaining high quality work standards;
8. Participating and accompanying CAN Europe Network Development colleagues in their coordination and engagement/mobilisation work;
9. Comfortable with teleworking and strong (online) organisational skills.

### With this opportunity, we offer:

1. A CIP contract (Convention d'Immersion Professionnelle - paid 1.435,36 € ) of 6 months under Belgian law;
2. An exciting and highly motivating working environment;
3. A paid internship in an open and stimulating organisation;
4. Valuable professional experience;
5. An introduction to a vast network of European NGOs.

### How to apply:

Please send an email with an attached CV and a concise letter in English explaining your background and your motivation for the specific position to: **internships@caneurope.org** with subject line "Network Development & Mobilisation Engagement Assistant" Only candidates selected for interview will be contacted. Thank you for your understanding.

Candidates will be based in Belgium during the internship and must have the right to work in Belgium.

Interviews will be conducted in English.

- Closing date for applications: **Sunday 2nd of April à midnight**
- Interviews to be conducted: **Between Monday 10th to Friday 14th of April**
- Expected start date: **ASAP**