



Climate Action Network Europe is looking for a Policy Project Assistant (m/f/x)

(Full time internship, 6 months, Brussels)

Climate Action Network (CAN) Europe is Europe's largest coalition working on climate and energy issues. With over **200 member organisations** in more than **38 European countries** – representing over **44 million citizens** – CAN Europe works to prevent dangerous climate change and promote sustainable climate and energy policy in Europe.

We're currently seeking a dynamic individual with a demonstrated interest in energy and climate policies to work with us on the 'LIFE Together for 1.5' project, a consortium of 14 NGOs – led by CAN Europe – working together to push national governments to accelerate climate action and to keep them accountable for their actions. The individual will gain professional experience in our Together for 1,5 team as a Policy Project Assistant (Intern). The individual will support the project's team by engaging in several processes, including the dissemination of project results, project reporting to donors, coordination of consortium activities, organization of project meetings and events. The position is full time and based in our Brussels-based secretariat. Working from home is possible (max 4 days a week).

Required skills and experiences:

- Recent graduate or advanced degree in a relevant policy field such as economics, politics or communications;
- Good knowledge of EU climate and energy policies, or national energy and climate planning;
- Excellent level of written and spoken English;
- Excellent communication and networking skills;
- High level of motivation and the ability to learn and perform different types of tasks related to project work;
- Attention to detail and ability to meet deadlines.

The ideal candidate will preferably have some of the following attributes:

- Demonstrated interest in the mission and values of CAN Europe;
- Experience in project development and reporting;
- Ability or experience in drafting communication materials such as newsletters, blog posts and narrative reports;
- Experience in working in a diverse environment and a large network;
- Familiarity with EU institutions, particularly the functioning of the European Commission, the European Parliament and the Council.

Internship contents:

- The intern's role will focus on supporting the coordination of project deliverables, including briefings, reports, events and campaigns materials. You will have the opportunity to contribute to setting up a high level event on the benefits of climate action, as well as to the coordination of project meetings with partners, project monitoring visit and reporting; the candidate will also be able to participate and contribute to strategic and operational discussions on policy and campaign tasks, as well as to

regular exchanges with a wide range of climate and energy policy experts thereby acquiring relevant knowledge, skills and experiences for future employment;

- The intern will gain insights into the operation of an international NGO coalition fighting dangerous climate change and a chance to engage with a number of other NGOs, decision makers and climate activists.

Tasks will include:

- Preparing slides, memos, invitations, timetable, internal meetings, webinars and organising meetings with external partners and experts, decision makers;
- Support the project coordination and reporting;
- Support data work related to the [‘NECP tracker’](#)
- Assist editing publications;
- Event organisation, contacting speakers, etc.

With this opportunity, we offer:

- A six-month paid internship contract under Belgian law (CIP) with a gross compensation of 1.464,07 € / month plus additional benefits;
- An exciting and highly motivating working environment;
- An opportunity to contribute to climate action and development;
- Valuable professional experience;
- An introduction to one of the largest networks of European NGOs.

More about us:

We are an open and inclusive, multicultural, multilingual team and explicitly encourage applications from all applicants, independent of their age, ancestry, colour, disability, ethnicity, family or marital status, gender identity or expression, national origin, political affiliation, race, religion, sex or sexual orientation.

How to apply:

Please send an email with your CV and a Motivation letter explaining how you fit the job profile for this specific position, both written in English, to: internships@caneurope.org.

Important: Subject line must be "Application: Policy Project Assistant".

Closing date for applications: Thursday 02 May 2024, end of the day.

Interviews will be conducted in English. The (only) round of interviews will probably take place in the afternoon of Wednesday 15 May.

The expected start date is flexible, but as soon as possible.

This internship position was first advertised on 24 April 2024 on caneurope.org; all applicants will receive an answer after the closing date.

Contact

For any questions in relation to this position, please contact Brigitta BOZSO, brigitta.bozso@caneurope.org.