

# PROJECT MANAGEMENT INTERNSHIP

European Federation of Education Employers

## About EFEE

The **European Federation of Education Employers (EFEE)** is a dynamic European organisation that represents the interests of employers in the education and training sector. EFEE is the only organisation to be officially accredited by the **European Commission** as a **social partner** representing education employers. Together with our partners in the European Trade Union Committee for Education (ETUCE), we form the European Sectoral Social Dialogue Committee in Education (ESSDE). EFEE, therefore, plays a key role in policymaking at European level and is represented, along with its members, at a wide range of high-level conferences and events.

As European social partners, we represent the interests of 60 education employers and providers from 25 different European countries on all education levels: pre-school, primary and secondary education, VET and Higher Education and Research. In our work, we are tackling a wide range of fundamental topics, including: education for environmental sustainability, education in the digital age, the attractiveness of the teaching profession, Social Dialogue promotion and capacity building, occupational health and safety and many more.

EFEE routinely organises and takes part in a variety of activities such as policy working groups, peer learning activities across Europe, thematic high level working groups, EU events in Brussels and European Social Dialogue projects.

For more information about our organisation and our current projects visit our **website**: <https://educationemployers.eu/>

## Project management internship at EFEE

The European Federation of Education Employers is looking for a **full-time intern** to assist with the **management of European projects**. This involves a variety of tasks ranging from organisation of meetings and events across Europe to continuous communication to project partners and dissemination of activities.

### Tasks and responsibilities

- Organise meetings with project partners: prepare agenda, contact participants, draft minutes/reports, etc.
- Assist with the logistics of the organisation of project events (webinars and in-person conferences): draft agenda, invite speakers, invite participants, arrange venue, travel and accommodation, etc.

- Assist with the reporting of projects: keep track of deliverables, produce brief reports, report on project expenses.
- Communication:
  - Continuous communication with project partners through MS Teams, emails and online meetings.
  - Continuous dissemination of project outputs.

This is not an exhaustive list, and it may vary depending on circumstances. Additional tasks are negotiated during the internship, depending on the motivation and abilities of the intern.

The Project Management intern will remain under the supervision of an EFEE **Project Manager**.

### Technical details

- The internship will take place in **Brussels, Belgium**, for a period of **6 months to 1 year** starting no later than **September 1<sup>st</sup> 2024**.
- We have a 38-hour week (7,5 hours per day, 5 days per week).
- Work is **hybrid** alternating between home-office and at least **three office days per week**, in addition to the meetings and events that might take place each week.
- The project events often take place in different countries. The Project Management intern is expected to be available to travel to these events.
- The organisation covers travel expenses in the function of work activities and other expenses incurred as part of work activities.
- The intern needs to be eligible for a **funding grant** such as **Erasmus +**, mobility grant from a **Chamber of Commerce, Eurodyssey**, aid from the **Belgian Government** such as Actiris International Erasmus Pro, etc.

### Qualifications required

- **Bachelor's degree** in a relevant subject (international relations, political science, business administration...).
- Analytical skills to **understand European projects** and EU policy frameworks.
- **Proficiency in English** – orally and in writing (minimum B2 level)
- Organisation skills, out-of-the-box thinking, willingness to listen and implement feedback and can-do attitude.
- Proactive, responsible and able to work independently.
- Computer skills:
  - **Proficiency** in the use of **Microsoft 365**, especially Microsoft Teams.
  - Knowledge of website design and management.

We encourage you to apply, even if you think you don't "tick all the boxes"!

**Interested? Apply now!**

Please send us your application to [silvia.pesini@educationemployers.eu](mailto:silvia.pesini@educationemployers.eu) including:

- Your **Curriculum Vitae**.
- A **motivation letter**: why are you the best candidate for this position? (1 page maximum).
- Confirmation of your **eligibility** to a **funding mechanism**: Erasmus+, Chamber of Commerce, Eurodyssey...

Without these three elements, we will not be able to consider your application.

We are accepting applications until **May 15<sup>th</sup> 2024**.