

Profiles of internship positions

We are pleased to list the profiles (descriptions) of internship positions. These profiles are provided by the host institutions. Although we have not received the profiles from all host institutions, we will post additions as we receive them.

Canadian Embassy in Brussels (Political and Economic Relations and Public Affairs (PERPA) section)

(Brussels, at least 2 months, starting in June)

(There is no possibility of remunerating this internship)

Profile and Qualifications

- Canadian citizen
- At least a completed Bachelor's degree or in process of Master's level study is preferred.
- Degree in political science/international affairs/humanities/law/economics/trade/business/finance is preferred.
- Excellent written and verbal communication skills in French, as most of the work is done in that language. Fluency in English is also recommended.
- Team player with initiative, creativity and flexibility.
- Strong research, analytical and reporting skills.
- Computer skills (Word, Excel, PowerPoint, Outlook and Internet Explorer)

Duties

The internship position is in the Political and Economic Relations and Public Affairs (PERPA) section of the Embassy of Canada in Belgium. The PERPA section manages the political and economic relations between Canada and Belgium and Luxembourg. The section also manages Canada's relations, as an observer, with the Council of Europe in Strasbourg. The section also organises public affairs events that support Foreign Affairs Canada's strategic priorities in Belgium, Luxembourg and the Council of Europe.

The intern will have the opportunity to be exposed and participated in the main tasks that are performed in the Embassy's PERPA section. They would be expected to support the work of the section and its officers through research, reporting on conferences and seminars, helping to organise meetings and events and drafting various reports and briefing notes on issues of interest for the Embassy and the Government of Canada.

Canadian Embassy in Riga (combined with the University of Latvia)

(Riga – see duration and conditions as *)

(There is no possibility of remunerating this internship)

Profile and duties

Profile

- Canadian citizen
- At least a completed Bachelor's degree or in process of Master's level study is preferred.
- Degree in political science/international affairs/humanities/law/economics/trade/business/finance/agriculture/environment is preferred.
- Excellent written and verbal communication skills in English and/or French.
- Team player with initiative, and strong research and analytical skills

Duties

- Assist in background research and draft reports on issues related to foreign, security, trade, agricultural, environment, energy and other policy issues.
- Assist with International Experience Canada outreach activities; respond to inquiries; draft relevant documentation.
- Attend seminars, conferences and other events as required and provide reports as a result.
- Assist with the Mission's day to day functions: preparation of media compilations, articles, events and presentations, maintaining databases, creation of distribution lists; etc.
- Other tasks as may be required in relation to the work of the Mission.

***The Embassy can take 2-3 interns, one at a time and each for a period of 2-3 months. This internship programme will be done in cooperation with the Centre for European and Transition Studies (CETS) at the University of Latvia**

. CETS was established in 2000 with the aim to promote and support interdisciplinary academic and applied research on European issues involving doctoral and master students from both EU Member States as well as Third Countries. The main focus of CETS encompasses economics, political science, law, public administration and regional policy issues.

The centre hosts *Jean Monnet* and *Marie Curie* projects and provides advice to public institutions on economic and social development in the context of European integration. CETS is an internationally recognized forum of debate for academics, postgraduates and practitioners on current trends in European development as analyzed from the perspective of a new Member State.

The internship at CETS combines research and office work on current as well as future tasks of Centre.

Requirements:

skills in English and or/and French, communication, ability to work in a team. Educational background: International Relations and European Studies.

Opportunities: participate in activities run by the Centre, a possibility to take a Latvian language course, attend lectures in the European Studies masters programme.

Internships at the Canadian Mission in Brussels – June 2011
Brussels, June 2011 2 months starting in June
(There is no possibility of remunerating these internships)

Intern profile and duties

Profile

- Canadian citizen
- At least a completed Bachelor's degree or in process of Master's level study is preferred.
- Degree in political science/international affairs/humanities/law/economics/trade/business/finance/agriculture/environment is preferred.
- Excellent written and verbal communication skills in English and/or French.
- Team player with initiative, and strong research and analytical skills

Duties

- Assist in background research and draft reports on issues related to the Canada-EU relationship on foreign, security, trade, agricultural, environment, immigration, and border policy issues.
- Research and update reports and newsletters on European Union on foreign, security, trade, agricultural, environment, immigration, and border policy issues.
- Attend briefings by the Commission, Council, Parliament and think tanks and report on these meeting.
- Assist with the Mission's day to day functions: website revisions, preparation of media compilations, articles, events and presentations, maintaining databases, creation of distribution lists; etc.
- Other tasks as may be required in relation to the work of the Mission.

European Agency Fundamental Rights
Vienna, maximum period 5 months, starting any time
(There is no possibility of remunerating this internship)

The study visitor could start any time for the maximum period of 5 months. He/she would be placed in the research department 'Equality & Citizens' Rights' and will be expected to support the Agency's activities regarding research and scientific editing.

Work program (time per task, in percentage) for Study Visit at the EU Agency for Fundamental Rights (FRA):

(70%) Research Team Equality and Non-Discrimination: supporting the analysis of data and information.

(30%) Other research related tasks, including translation, proof reading and copy-editing in English and/or French.

**European Commission (DG EAC International Cooperation and Programmes)
(Brussels, 5 months maximum starting June 2011)
(There is no possibility of remunerating this internship)**

Profile and duties

Profile

- Canadian or EU citizen
- At least a completed Bachelor's degree or in process of Master's level study is preferred.
- Degree: all degrees are welcome.
- Excellent written and verbal communication skills in English (mandatory) and/or French (optional).
- Team player with initiative, multicultural and strong research and analytical skills.

Duties

GENERAL OBJECTIVES

- (1) To contribute to the work of the unit applying specific competencies linked to their educational background and experience.
Current tasks of the unit: coordination and implementation of the sectoral policy dialogue with major EU partner countries (such as Australia, Brazil, Canada, China, India, Mexico, USA).
- (2) To acquire knowledge and experience of EU policies, programmes and initiatives as well as rules, procedures and activities of the European Commission, especially in the areas falling under the responsibilities of DG Education and Culture.
- (3) To participate in meetings at different levels and collaborate in organisational, information, documentation and logistic tasks of value for the service and for the intern.

1. COMMUNICATION

- Maintain and develop websites (content, FAQ's, news)
- Handle enquiries
- Develop information material (brochures, project directories, press releases)

2. PROJECT MONITORING & EVALUATION

- Support in analysing interim and final project reports
- Participate in meetings and drafting minutes

- Familiarise themselves with project management, from call for proposals to project monitoring
3. CONTRIBUTION TO THE PREPARATION OF THE EXTERNAL DIMENSION OF FUTURE PROGRAMMES
 - Review the existing EAC programmes to which third countries can participate.
 - Participate in discussions and reflection for ideas on future generation of programmes focusing on international mobility and the external dimension of EU HE.
 4. SUPPORT TO THE PREPARATION OF POLICY DIALOGUE ACTIVITIES
 - Contribute towards the preparation and organisation of studies, conferences and other events.
 5. ASSISTANCE OF MEMBERS OF THE UNIT IN ADMINISTRATIVE TASKS
 - Contribute to, and verify, internal and external documents
 6. FAMILIARISATION WITH EAC POLICIES AND PROGRAMMES
 - Participate in internal training events
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Internships at the European Commission

Unit: Youth in Action Programme (EAC.E.2) (www.ec.europa.eu/youth)

Brussels Maximum duration: 5 months (June to October 2011)

(There is no possibility of remunerating this internship)

Intern profile and duties

Profile

- Canadian or EU citizen
- At least a completed Bachelor's degree or in process of Master's level study is preferred.
- Degree: all degrees are welcome.
- Excellent written and verbal communication skills in English (mandatory) and/or French (optional).
- Team player with initiative, multicultural and strong research and analytical skills.
- Experience in a youth organisation or as a volunteer would be an advantage.

General objectives

- To contribute to the work of the Unit applying specific competencies linked to the trainee's educational background.

- To acquire knowledge and experience on EU policies and mission, rules, procedures, and activities of the Commission, especially in the area of youth at DG EAC / Unit E-2 / Actions Team.
- To participate in meetings at different levels and collaborate in organisational, information, documentation and logistic tasks of value for the service and for the trainee

Duties

- To assist in the development of youth-related activities, notably in relation to Action 3 "Youth in the World" of the Youth in Action Programme
- To assist in the implementation and organisation of activities and events of the 2011 EU-China Year of Youth
- To contribute to briefings, notes, collection of statistics and project examples, notably in relation to the participation of EU Partner Countries in the Youth in Action Programme
- To assist members of the Actions Team in administrative tasks, notably by reviewing documents
- To participate in relevant meetings and draft minutes

**Internships at the European Commission (Brussels) DG EAC Youth Policy
Brussels, June 2011 2 months starting in June
(There is no possibility of remunerating this internships)**

Intern profile and duties

Profile

- Canadian or EU citizen
- At least a completed Bachelor's degree or in process of Master's level study is preferred.
- Degree in political science, international affairs, humanities or law is preferred.
- Excellent written and verbal communication skills in English. French would be an asset.
- Flexible team player with initiative, analytical and communicative skills.

Duties

- Assist the youth policy unit in its various tasks in the implementation of the EU Youth Strategy.
- Support in particular the colleague in charge of "Youth and the World" in the preparation of the EU-Canada roundtable on youth participation.

- Support development of EU Youth Portal through i.e. ideas and feedback.
 - Attend meetings of the unit, other EU institutions and stakeholders and write minutes of those meetings.
 - Assist with the unit's day to day functions: website revisions, preparation of articles, events and presentations, maintaining databases, creation of distribution lists.
 - Carry out language checks in English (and French, if possible).
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**Internships at the Health Determinants Unit of the European Commission
Luxembourg –3-5 month in 2011, starting in June
(There is no possibility of remunerating this internship)**

Intern profile and duties

Profile

- Canadian or EU citizen
- At least a completed Bachelor's degree or in process of Master's level study is preferred.
- Knowledge in knowledge of Public health /political science/international affairs/law/ economics /environment is preferred.
- Excellent written and verbal communication skills in English as well as knowledge of other EU official languages.
- Team player with initiative, and strong research and analytical skills

Overall purpose

- To contribute to the work of the SANCO C4 through the application of specific competence and educational background.
- To acquire sound knowledge and practical experience of EU policies and missions, rules, procedures and activities of the Commission, especially in the area of health determinants.
- To participate in meetings at different levels and collaborate in organisational, information, documentation, administrative and logistic tasks of value for the service and for the trainee.

Duties

- Participate in skilled administrative and logistical tasks, such as organising working groups, forums, public hearings and meetings, compiling information and documentation, preparing reports and replying to queries, etc. (excluding responsibility for financial management, official negotiations and representation).

- Carry out similar tasks to those that A Category officials perform as part of their daily work in order to produce results, such as participation in unit or team meetings, document-handling, word processing, data searches, filing, follow-up of tenders, etc.
- Preparatory work for policy building in the areas of nutrition/physical activity/obesity and alcohol.

European Environment Agency
(Brussels Liaison Office, 3 months, September-December 2011)
(There is no possibility of remunerating this internship)

Background

The European Environment Agency (EEA) would welcome an intern to work in its Brussels Liaison Office, based in the Environment Directorate-General of the European Commission in Brussels.

Duties

The intern would be under the direct supervision of the head of the Brussels Liaison Office. The Liaison Office is charged with maintaining the flow of information between Brussels-based institutions and the EEA head office in Copenhagen. This is done in part by preparing briefings highlighting political and policy issues of managerial relevance and issues of relevance to EEA staff. It therefore involves facilitating internal communication channels and reporting between Brussels and Copenhagen. Specifically, the intern would be asked to participate in and report on meetings in the European Commission, the European Parliament, the European Economic and Social Committee and the Committee of the Regions.

Profile

The intern should be a proactive networker with excellent communication skills.

The internship would ideally run for 3 months between early September and early December 2011.

The intern would be based in Brussels but would be likely to have the opportunity to spend some time at the EEA offices in Copenhagen during the internship.

THE EUROPEAN LIBERAL FORUM ASBL
(Brussels, preference 3 months – preference from June 2011)
(There is no possibility of remunerating this internship)

The European Liberal Forum asbl (ELF), the European foundation of the liberal family, is seeking an intern to support the ELF Secretariat.

DUTIES:

- Supporting the organisation/preparation of ELF events and ELF publications;
- Assisting in the editing of reports on ELF activities;
- Supporting research activities related to ELF activities/relevant EU policies;
- Developing the ELF network through social media (Facebook, etc);
- Providing administrative support regarding the preparation of the ELF grant application;
- Supporting the management of the ELF databases.

PROFILE REQUIREMENTS:

- Strong interest in European policy issues;
- Excellent spoken and written English, French and/or German would be an asset;
- Excellent organisational and communication skills,
- Good computer skills;
- Affinity with liberal ideas;
- Prior office experience desirable.

The intern will be based at the ELF Secretariat in Brussels. Preference will be given to candidates who are able to commit for a minimum period of 3 months.

**International Organization for Migration (Migration Health) – Brussels Office
(Brussels, 6 months, starting June 2011)
(There is no possibility of remunerating these internships)**

General Functions:

Under the overall supervision and guidance of the Senior Regional Migration Health Manager for Europe, the incumbent will assist with, and be responsible for a variety of tasks encompassing the field of migration health, and provide direct support for the implementation of the MoHProf Project (*Mobility of Health Professionals into, within and out of the European Union*). He/she more specifically will:

1. Assist in organising MoHProf activities and Final International conference in October 2011;
2. Support the project related and administrative work of the migration health team, as required;
3. Carry out research and undertake analysis on the current state of affairs and future prospects and trends of migration and health in the European region, with a focus on the mobility of health professionals in the EU and from Africa;

4. Maintain and promote contacts with external stakeholders and other IOM field offices engaged in migration health to support project development, implementation and monitoring of European projects;
5. Provide assistance by monitoring EU Member States' priorities, policies, and agreements, as well as EC programmes relevant to mobility, migration and health;
6. Assist in the preparation of, participation in, and follow up of meetings and seminars with EU counterparts and other external (non-IOM) parties interested in migration and health matters, as well as in minorities' related issues;
7. Assist in drafting reports, presentations, correspondence and information documents, for internal and external distribution to European institutions, national and international organisations in Brussels, non-governmental organisations, public and private entities and other IOM Missions;
8. Undertake duty travels and participate in meetings as required;
9. Any other tasks as may be required.

Internship training components / learning elements:

1. Become familiar on main issues in the mobility of health professionals and in the field of migration health more broadly;
2. Acquire knowledge of the scope and objectives pursued by the MoHProf project and have the opportunity to contribute to the achievements of the project and strategy development in engaging external stakeholders and European policymakers in the field of migration health;
3. Obtain experience in project implementation in a multi-partner, intercontinental setting;
4. Be involved in the preparation and organization of presentations and Conference linked with and aimed at presenting the MoHProf project to counterparts and stakeholders;
5. Become acquainted with the policies of IOM as an international organization, its multicultural environment and its functioning, especially in the field of migration health.

Desirable qualifications (education, experience, and personal qualities):

Education and Experience

a) University degree in social sciences, public or international health or related field; b) Experience in qualitative research and the field of migration/migration health would be an asset.

Competencies

a) Knowledge of European institutions and policy in the field of public health and/or

labour migration is an asset; b) Experience with international organizations, governmental and diplomatic authorities is an asset; c) Ability to manage logistic and administrative aspects of projects; d) Clear and concise drafting skills; e) Excellent communication and negotiation skills; f) Personal commitment, efficiency and drive for results; g) Flexibility, respect for diversity and creative thinking; h) Ability to work effectively and harmoniously in a team and with colleagues from varied cultures and professional backgrounds.

Languages

Fluency in spoken and written English required; knowledge of French and any other European language an advantage.

Party of European Socialists (Think Tank)
(Brussels, 3-6 months, starting preferably in June 2011)
(There is no possibility of remunerating this internship)

Background

The Party of European Socialists brings together the 33 Socialist, Social Democratic and Labour parties from the 27 EU Member States. Through its bodies – Congress, Council, Leaders Conference and Presidency as well as PES Ministerial meetings – the PES organises cooperation between socialists and social democrats at the EU level.

The PES is active internationally and is committed to making our world a safer place, where shared prosperity, human rights and human dignity are at the center of our actions.

European socialists, social democrats and progressive democrats are willing to take on their share in the joint effort directed at reforming the international institutions and strengthening international cooperation in pursuit of the common objectives of global peace, development and justice.

Therefore, In synergy with the SI, the PES parliamentary group in the European Parliament and in the Committee of the Regions, ECOSY and IUSY, and the Global Progressive Forum (GPF) we are working with progressive forces across the world. Our duty is to build a strong alliance with progressives, trade unions, social movements and NGOs to promote an agenda for social justice and social progress. We aim to build up a greater progressive camp able to influence the decision making on European and global policies.

Duties

The daily work at the PES would present an excellent opportunity as well as a prospective for interns to gain first-hand experience and learn a progressive EU approach to international issues. The intern would also improve his or her understanding of the social democratic family and EU politics.

Taking part in the daily work of the PES would include preparing briefings, taking notes at meetings, following particular issues in the European Parliament, the European Commission, the Council and in the press, organizing and attending conferences, and arranging bilateral meetings both in Europe and abroad. The intern will be under the responsibility of one of the Heads of Unit of the PES.

Stage à la Délégation générale du Québec à Bruxelles

Juin 2011 2 mois

(There is no possibility of remunerating this internship)

Programme de travail

Sous la supervision de l'attachée au service des Affaires européennes, le stagiaire :

- Collaborera aux travaux de la DGQB en fournissant une assistance sur les dossiers en cours (veille des travaux européens et de l'actualité, recherches sur les sujets d'intérêt, soutien à la rédaction de notes, d'analyses et de stratégies envers les institutions européennes et le Conseil de l'Europe, etc);
- Pourra éventuellement participer à des conférences ou à des rencontres organisées par la Commission européenne, le Parlement, des think tanks et autres associations présentes à Bruxelles, pour ensuite en faire rapport;
- Assistera l'équipe dans l'organisation de rencontres et d'événements spéciaux;
- Pourrait accomplir d'autres tâches en lien avec les travaux du service des affaires européennes.

6.1.1.1. Qualifications et expérience requises

- Posséder une bonne connaissance de la vie politique, économique et culturelle du Québec;
- Être en voie de compléter ou avoir complété des études de 2^e ou de 3^e cycle dans une discipline appropriée, préférablement en science politique, en relations internationales ou en droit international ;
- Connaissance des institutions européennes et de leurs actions;
- Posséder une excellente capacité de rédaction;
- Maîtriser le français et l'anglais;
- Esprit d'analyse et de synthèse;
- Diplomatie, rigueur, esprit d'équipe
- Goût de l'actualité
- Grande autonomie
- Connaissance des outils informatiques

**SOROS Foundation – Latvia and University of Latvia
(Riga, 2-6 months, starting June 2011)
(There is no possibility of remunerating this internship)**

Soros Foundation

Background and duties

The Soros Foundation – Latvia endeavours to influence public opinion and shape public policy for a more open society in Latvia and for a more open Europe. The foundation is a change catalyst, working in the longer term for value change, for respect for human rights, tolerance, inclusion of vulnerable groups in society, rule of law in a liberal society, civic engagement, and the dignity of the individual. SFL is a co-financer, offers technical support to partners, coalition/network builder, co-implementer of activities/projects, spokesman, and initiator of new activities. It is operating in five areas: Integration, Rule of Law, Media, Climate and Energy Policy, and Wider Europe (EU neighborly relations).

The internship programme is intended to provide the trainees with the opportunity to deepen their knowledge of minority rights advocacy and to have close insights into the daily work of the SFL and their partners in this field, NGOs working in advocacy. The interns will have the possibility to get involved in political advocacy as well. The internship is focused on immersing the successful candidates in the short-term and medium -term policy research and other activities of the SFL and partnering human rights NGOs: organizing meetings and conference, preparing reports and analysis, communicating with the national level policy makers in policy research and other activities, and liaising with officials from the Ministries of Welfare and Education and Science.

Profile

The internship programme of the Soros Foundation – Latvia is open to all young graduates with an academic background in European Studies, Law, Sociology, Media or Political Science and related fields holding a university degree, fluent in English, fully computer and internet literate and with good knowledge of European politics, especially in the fields of immigration, welfare, ethnic relations, multiculturalism, media.

For the applicants having Law degree, interest and/or experience in public interest law issues: access to justice, lawyer's pro bono work, strategic litigation, legal representation of vulnerable segments of society are most encouraged.

Additional educational qualifications, experience in policy research and adequate knowledge of one or two more languages are considered assets.

Soros Foundation - Latvia and University of Latvia offer to Canadian students within the framework of the European Union Study Tour and Internship Programme

The Soros Foundation – Latvia endeavours to influence public opinion and shape public policy for a more open society in Latvia and for a more open Europe. The foundation is a change catalyst, working in the longer term for value change, for respect for human rights, tolerance, inclusion of vulnerable groups in society, rule of law in a liberal society, civic engagement, and

the dignity of the individual. SFL is a co-financer, offers technical support to partners, coalition/network builder, co-implementer of activities/projects, spokesman, and initiator of new activities. It is operating in five areas: Integration, Rule of Law, Media, Climate and Energy Policy, and Wider Europe (EU neighborly relations).

The optimal starting day for the internship would be February 1 2011, with the duration of 3 to 4 months.

The internship programme is intended to provide the trainees with the opportunity to deepen their knowledge of minority rights advocacy and to have close insights into the daily work of the SFL and their partners in this field, NGOs working in advocacy. The interns will have the possibility to get involved in political advocacy as well. The internship is focused on immersing the successful candidates in the short-term and medium -term policy research and other activities of the SFL and partnering human rights NGOs: organizing meetings and conference, preparing reports and analysis, communicating with the national level policy makers in policy research and other activities, and liaising with officials from the Ministries of Welfare and Education and Science.

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Additional educational qualifications, experience in policy research and adequate knowledge of one or two more languages are considered assets.

This internship programme will be done in cooperation with the **Centre for European and Transition Studies (CETS) at the University of Latvia**. CETS was established in 2000 with the aim to promote and support interdisciplinary academic and applied research on European issues involving doctoral and master students from both EU Member States as well as Third Countries. The main focus of CETS encompasses economics, political science, law, public administration and regional policy issues.

The centre hosts *Jean Monnet* and *Marie Curie* projects and provides advice to public institutions on economic and social development in the context of European integration. CETS is an internationally recognized forum of debate for academics, postgraduates and practitioners on current trends in European development as analyzed from the perspective of a new Member State.

The internship at CETS combines research and office work on current as well as future tasks of Centre.

Requirements:

skills in English and or/and French, communication, ability to work in a team. Educational background: International Relations and European Studies.

Opportunities: participate in activities run by the Centre, a possibility to take a Latvian language course, attend lectures in the European Studies masters programme.

Centre for European and Transition Studies (CETS) at the University of Latvia

Background

The CETS was established in 2000 with the aim to promote and support interdisciplinary academic and applied research on European issues involving doctoral and master students from both EU Member States as well as Third Countries. The main focus of CETS encompasses economics, political science, law, public administration and regional policy issues.

The centre hosts *Jean Monnet* and *Marie Curie* projects and provides advice to public institutions on economic and social development in the context of European integration. CETS is an internationally recognized forum of debate for academics, postgraduates and practitioners on current trends in European development as analyzed from the perspective of a new Member State.

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Requirements:

skills in English and or/and French, communication, ability to work in a team. Educational background: International Relations and European Studies.
