

## **Job Title: Policy & Communications Assistant (Intern CIP Contract)**

**Location:** Brussels, Belgium, All genders welcome

**Contract Type:** CIP Contract Internship (6 months, with possible extension)

### **About EUMICON**

EUMICON is a European-wide platform that brings together stakeholders from the mineral resources and metals industries to discuss and promote sustainable European raw materials value chains. Through high-level conferences, workshops, and dialogues, EUMICON raises awareness of the challenges facing the sector and fosters stakeholder engagement to support a competitive European industry.

EUMICON is currently looking for an intern who wants to move the first steps in the field of communication and policy in the European bubble.

### **What we are looking for:**

- Drafting written materials, including briefing documents, social media posts, articles, Q&A documents and event reports.
- Monitoring and reporting on media activity related to EU policies, raw materials, and sustainability topics.
- Managing internal communication channels, such as webinars, and staff mailings.
- Keeping the network contact list updated and tracking key developments in the industry.
- Supporting content creation for digital platforms, including visuals, infographics, and videos, to enhance messaging.
- Assisting in the planning and execution of high-level meetings and events, both online and in person.
- Attending EU-related events and supporting the coordination of meetings involving policymakers, MEPs, industry leaders, and media professionals.
- Providing input into strategic stakeholder engagement initiatives to strengthen EUMICON's role in the EU policy landscape.

### **Qualifications and Skills:**

- University degree in a relevant field.
- Strong command of English (French and German is an advantage).
- Proficiency in MS Office Suite, particularly Word and Excel
- Visual design programmes as like Adobe Creative Cloud or similar is an advantage
- Excellent communication, organisational, and problem-solving abilities.
- Ability to work under pressure and meet tight deadlines.
- Creativity, flexibility, and an open-minded approach.
- Proactive attitude with strong motivation to learn and contribute.

### **What We Offer:**

- Hands-on experience in policy, communications, and event management within the EU landscape.
- Opportunity to contribute to the EU sustainability and climate agenda.
- Networking opportunities with policymakers, industry representatives, and media professionals.
- A dynamic and collaborative work environment with exposure to high-level EU events.
- Additional benefits can be discussed and finalised upon agreement.

Interested candidates are asked to submit their applications, consisting of cover letter and recent CV to [europe@eumicon.com](mailto:europe@eumicon.com) by Friday 7 March COB.