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# Intern with EU-CORD

[EU-CORD](#) (European Christian Organisations for Relief and Development) is a network of European relief and development agencies – inspired by Christian values – with a vision for a more just world, addressing poverty, inequality, and social exclusion. We are made up of 26 NGOs that work alongside national implementing partners worldwide. From our 2-person Secretariat in Brussels, we advocate towards European policymakers on humanitarian action, sustainable development, peace-building and global justice issues. We develop partnerships and funding for our programmes, focusing on capacity sharing and mutual learning from a faith-based perspective.

We are currently recruiting for an enthusiastic and energetic:

## Policy, Projects & Communications Intern

Brussels, 6 months

Start Date: *The successful candidate should be able to start on the 1<sup>st</sup> of September.*

### Position

Our intern is placed in the Secretariat in Brussels, and duties will include working with the CEO and the Director of Advocacy and Lobbying to support policy work and communications. The internship provides an opportunity to work in a faith-based network that focuses on the relief and development sector in terms of advocacy and programme support.

Tasks for the internship will include:

- Assisting in the research, monitoring and reporting of discussion and policy developments around current international development and humanitarian topics and communicating these to members in a digestible form. A special emphasis will be on monitoring the European Parliament's relevant policy development.
- Attending relevant meetings, including in the EU institutions and other network partners, and reporting back to colleagues and members.
- Providing project support to ongoing initiatives across the Secretariat's work areas, including helping with planning, coordination, documentation, and follow-up.
- Assisting with internal and external communications – including newsletters, event notifications, website updates, and social media support.
- Supporting the Secretariat in other tasks necessary for the development of the network

### Profile

You are a curious and motivated individual who is keen to learn and eager to gain hands-on experience in the international development and humanitarian sector. You are interested in

how policy and advocacy work at the EU level and are open to exploring faith-sensitive approaches to social impact.

We are looking for someone who is proactive, willing to engage in guided self-learning, and ready to contribute to a small, dynamic team. You will be supported throughout the internship but also expected to take initiative and demonstrate a willingness to grow in the role.

. This position also requires:

- Alignment with EU-CORD's mission and values
- Knowledge of the EU institutions is an advantage
- University degree and/or at least 2 years transferrable work experience
- Information gathering/research experience and ability to write texts that are reader-friendly
- Excellent people skills and written and oral communication skills
- Excellent command of written and spoken English. Any other language is an asset
- Digital literacy – confident using standard tools and willing to learn and work with digital platforms such as Microsoft Teams, Canva, and JotForm.
- Eligibility to work in the EU / Belgium

#### Our offer

An internship with EU-CORD offers you the opportunity to add your strength to humanitarian action, sustainable development, peace-building and global justice. Furthermore, we offer:

- A position where you can bring a Christian perspective to drive and shape advocacy and project work
  - A supportive environment that encourages initiative and creativity
  - A pleasant and informal working atmosphere
  - Room for spiritual and personal growth
  - Flexible working hours and a good working-from-home policy
  - Accessible, professional [office](#) located in the Médecins Sans Frontières building in Ixelles
- The candidate should either qualify as one of the following:

- "Convention d'immersion professionnelle", where this should be the first paid employment in Belgium and where the salary shall follow the guidelines set by the Belgian state.
  - "Stagiaire scolaire" system and be able to undertake the internship as part of their studies and where there shall be no remuneration.
- Local travel subsidy (subject to distance)
  - Lunch vouchers

#### How to apply

Interested and qualified candidates are kindly invited to submit their motivation letter and résumé via the following link: [https://form.jotform.com/eu\\_cord/internship](https://form.jotform.com/eu_cord/internship)

Applications will be reviewed on a rolling basis; however, the final deadline for submission is 30 June 2025, close of business.

*EU-CORD operates with an equal opportunities policy and is committed to diversity in the workplace. Qualified women and men, people of all nationalities with eligibility to work in the EU, and cultural backgrounds, and candidates with disabilities are welcome to apply. Recruitment is subject to the successful completion of all applicable background checks, including references.*