

## **Policy Assistant**

**Closing date:** 21 April 2019, but qualified candidates may already be interviewed before the deadline

**Location:** Brussels

**Starting date:** As soon as possible

**Duration:** 6 months

**Hours:** Full time

### **About Energy Technologies Europe:**

Energy Technologies Europe is the association representing suppliers of state-of-the-art energy conversion technologies. Members are located throughout Europe and are engineering cutting-edge technologies contributing to a clean, secure, and affordable energy supply.

Energy Technologies Europe gives a voice at the EU level to suppliers of innovative technologies to produce electricity, heating and cooling as well as generating other products, utilising a multitude of energy sources.

### **Responsibilities:**

- Monitoring the latest EU legislative and policy developments in the Energy and Environment fields
- Preparing and participating in workshops, conferences and networking events and reporting back
- Drafting position papers, reports, minutes and other publications as necessary
- Conducting research and reporting on EU projects and developments relevant to the association
- Developing communications materials and managing social media accounts (Twitter and LinkedIn)
- Assisting in the development of projects on Clean Energy Hubs

### **Requirements and competencies:**

- Interest in energy, industry and environment issues
- Knowledge of EU Institutions and its decision-making processes
- Fluency in English is a prerequisite; good commands of German/French are desirable; any additional European languages are an asset
- Ability to take initiative, work independently as well as in a team and plan to meet deadlines
- Excellent writing and oral skills
- Cooperative, well-mannered, team player, curious attitude and flexible.

**We offer:**

- Challenging tasks and opportunities to develop your skills and understanding of the energy sector and the EU institutions
- An opportunity to learn and practice daily the various tasks of a policy officer
- A thorough knowledge of the latest EU legislation and the energy sector
- An experience in an association with members from leading European industrial companies
- A stimulating, dynamic and young international environment
- This is an unpaid internship

**Please send your CV and motivation letter at [jobs@eteurope.eu](mailto:jobs@eteurope.eu), indicating “Energy Technologies Europe - Policy Intern” in the subject line.**