

About us

Founded in Brussels in 1983, CEPS (Centre for European Policy Studies) is a leading think tank and forum for debate on EU affairs, which has been consistently ranked among the world's top 10 best think tanks. CEPS' distinguishing features include its strong in-house research capacity and an extensive international network of partner institutes. CEPS' funding comes from a variety of sources, mainly research grants and service contracts, but also from membership and conference fees

We are excited to announce an internship opportunity at CEPS within our Communications Team, spanning a six-month period. This role, reporting to the Digital Communications Officer, will be pivotal in crafting and designing communication materials, supporting the communications activities around Ideas Lab 2025 and assisting in the management of CEPS' online communication channels.

This position offers an exceptional chance to cultivate robust communication and design skills in a dynamic, fast-paced environment.

The six-month internship is expected to start in October 2024, providing an invaluable opportunity to actively contribute to CEPS' ongoing initiatives while gaining hands-on experience in the communications field.

“Intern – Digital Communications”

Main tasks

As an intern in the Communications Team at CEPS, you will have the opportunity to contribute to various tasks and projects that aim to enhance the organisation's communication efforts. Your responsibilities will include:

- **Crafting Engaging Social Media Content:** You will be responsible together with the digital comms officer for drafting captivating and informative content for CEPS' social media channels, such as Twitter and LinkedIn. Your goal will be to engage the audience and increase visibility for CEPS' activities and research.
- **Multimedia and Graphic Design:** You will have the chance to create or edit multimedia materials, including social media visuals, small infographics, and videos. Your creativity and design skills will help in conveying messages effectively and visually.
- **Website Content Development:** You will assist in developing and updating the content of the CEPS website, including native websites such as Ideas Lab and Membership.
- **Communication Campaigns and Newsletters:** You will support the development and dissemination of communication campaigns and newsletters.
- **CEPS' Flagship Event / Ideas Lab 2025:** As part of your role, you will contribute to communications activities centred on Ideas Lab 2025. Your responsibilities will include updating the dedicated website, crafting online visuals, producing printed materials, live-tweeting during the event, and aiding in communications campaigns for both pre- and post-event outreach.

Your background and qualifications

- You are a **registered student for the full period** (October 2024 – March 2025), studying political or social sciences, journalism, communication, marketing or equivalent.
- You are familiar with:
 - Graphic design (e.g. InDesign, Photoshop, or online tools like Canva),
 - Content Management Systems (e.g. WordPress),
 - Social media (Twitter, LinkedIn, Facebook),
 - Video production/editing software (e.g. Adobe Premiere).
- You have an excellent command of English.
- You are interested in European affairs, policymaking and research.

Your profile

- You have a keen eye for design aesthetics and can create visually appealing and engaging communication materials.
- You can meet deadlines and effectively manage multiple tasks, ensuring timely delivery of projects.
- You are enthusiastic about communication and outreach activities, and you approach them with a results-driven mindset, striving to achieve meaningful impact.
- You have a genuine eagerness to learn and grow in the field of communications. Your creative thinking allows you to bring innovative ideas to the table.
- You are comfortable working in an international research team, collaborating effectively with colleagues. Additionally, you can work independently, taking ownership of tasks and delivering quality results.
- You have absolute respect for diversity and an inclusion-oriented mindset.

What CEPS can offer

We offer a full-time internship opportunity for a duration of six months, starting in October 2024. The selected candidate will receive expense reimbursement up to 750 EUR/month upon submission of justifying documents during the internship. Join our team and gain valuable experience in a dynamic and stimulating environment.

More information

Further information about the position can be obtained from comms@ceps.eu

Application and deadline

CEPS strongly values and actively pursues diversity and inclusion. We encourage applications especially from female, LGBTQ+ candidates and candidates with diverse ethnic/national origins that are underrepresented at CEPS.

To apply, please submit your application, which should include a letter of motivation (maximum one page) and a CV, both in English. Kindly use the Europass template available at <https://europass.cedefop.europa.eu> for the CV. Please email your complete application to comms@ceps.eu no later than **31 May 2024**. We kindly request that you use the following subject line for your email: "Intern 2024- Digital Communications".