

Caritas works for justice, peace and development to testify Christ's love for humankind. Its guiding values and principles are the centrality of the human person, fraternity, solidarity and gratuitousness, peace, integral human development, religious freedom and cultural diversity, cooperation and subsidiarity, professionalism and heartfelt concern for the poor, responsibility for a sound ecological order. Caritas Europa expects its staff members and interns to acknowledge its identity, contribute to these values and commit to its vision and mission while on duty.

In order to support Caritas Europa's policy and advocacy work, the Secretariat based in Brussels is offering a

Policy and Advocacy INTERNSHIP

Agreement with University/Higher Education Institute

Full time – 6 months

Mission

The intern will support the advocacy unit in the implementation of the advocacy work plan. S/he will contribute to the preparation, organisation and follow up to planned activities and events.

The intern will be part of the Policy and Advocacy Unit and will report directly to the Unit Director.

Key tasks

The intern will assist the Policy and Advocacy Unit in:

- Assist the unit in research and analysis on current and emerging Caritas Europa advocacy themes, according to the Strategic Framework 2011-2020;
- Follow the development of EU policies and assist in the drafting of policy updates;
- Take part in advocacy meetings and conferences, take minutes, draft reports;
- Assist in the drafting of policy position papers and statements and in communications with CE Member Organisations;
- Update database and dissemination lists;
- Need's assessment of Action Group and/or Reference Network members;
- Gather testimonies/good case studies from Member Organisations;
- Support the organisation of Caritas' events in terms of administration, stage directions, logistics, and reporting;
- Assist in the drafting of and dissemination of conference reports;
- Participate in team and unit meetings and inform the Unit members on progress in fields of work.
- Any other tasks the line manager ascribes.

Profile:

- Bachelor/Master student/graduate in Political Science, EU/international studies, European Law, Migration/Asylum Policies, Social Policies, Economy, Development, Communication, Administration, Management, or related field;
- Professional (C-1 level) fluency in spoken and written English, preferably with good command in other European language(s), French/German preferred; The working language is English;

- Developed organisational skills with an outgoing attitude;
 - Excellent interpersonal and communication skills;
 - Reporting skills;
 - Self-motivated, helpful and dedicated team player, able to take initiative as part of a small office team;
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- Excellent IT and computer skills in all Windows applications;
 - Experience or insight into EU institutions and EU-funded projects, or international organisations is an asset.

Financial conditions

Written agreement between the candidate's university/higher education institute is a prerequisite, since the internship would be fulfilling part of a university study requirement. Insurance and main costs are to be covered by the university or the student. Caritas Europa will provide monthly travel support within Brussels.

Duration

The preferred duration of the internship is 6 months, but exceptions may be made. The minimum duration, however, is no less than 3 months. Please specify the dates of availability for the internship and the extent of flexibility in the timing. We are looking for a candidate from September 2017 and onwards.

How to apply

Please submit a motivation letter (max 1 page) and your CV to Spfohman@caritas.eu mentioning in the subject "Policy and Advocacy Internship".

Deadline to apply

28 June 2017 at 23:59 (Brussels time)

We thank in advance all candidates for their interest in this offer.