

## Public Affairs Intern

**Glass for Europe** is the trade association for Europe's flat glass sector. Flat glass is the material that goes into a variety of end products, primarily in windows and facades for buildings, windscreens and windows for automotive and transport as well as solar energy equipment, furniture and appliances. Glass for Europe brings together multinational firms and thousands of SMEs across Europe, to represent the entire building glass value-chain.

More information available on [www.glassforeurope.com](http://www.glassforeurope.com)

### Tasks

The intern's activities will be devoted to strengthening the public affairs and communication component of the trade association at the time of elections to the EP. In particular, he or she will be expected to:

1. Monitor the European elections, analyse the new European Parliament and prepare first contacts
  - Review the political groups program and identify the priorities and positions relevant for the glass industry.
  - Analyse the composition of the new parliament, including MEP profiling and balance between political groups.
  - Prepare mailing lists and draft introduction letters.
2. Contribute to the organisation and management of Glass for Europe's annual meeting with national associations organised in May:
  - Prepare meeting documents.
  - Work with the advocacy and communication advisor on the visuals and power point presentations for the meeting.
  - Handling of one thematic presentation and exchange of views with members (with the support of the team).
3. Contribute to ad-hoc tasks of the daily association work; e.g. drafting of briefings and reports, newsletter and other communication materials.

*Glass for Europe's team designs this internship as a progressive dive in the world of an EU trade association. The intern is integrated in a staff of five professionals who accompany his / her development and empower him / her with increased responsibilities over time. In short, a practical experience to kick start a career in Brussels.*

### Qualifications:

- Have relevant academic background in areas such as political science and/or communication and/or public relations. A specialisation in European affairs is a must.
- Be open-minded, flexible and willing to learn with a "can-do" attitude.
- Possess good drafting and communication skills;
- Be fluent in English written and spoken (other languages welcome)
- Ready to join an international team and be multi-tasking.

### Offer & conditions:

- Internship starts in April for a period of 3 months.
- This is a paid internship therefore, as per Belgian legislation, candidates will need to sign a "Convention d'immersion professionnelle" (*eventually in addition to an internship convention*).

### Applications

Please send your curriculum vitae with a one-page cover letter to [info@glassforeurope.com](mailto:info@glassforeurope.com) by 22 March.

Due to the foreseeable large number of applications, only short-listed candidates will be contacted.