

Job description for an internship at the EFAEP Office in Brussels

Requirements:

- Excellent command of English written and spoken (preferably native speaker)
- Computer skills (Internet, Microsoft Office)
- Good knowledge of the European Union

Tasks:

- Regular monitoring of the European Union's activities in the field of environmental protection
- Maintenance of the EFAEP Homepage
- Writing of news articles and articles on specific fields of environmental protection
- Supporting the work of the EFAEP working groups
- Creating a database with the addresses of the member organisations and active EFAEP members
- Maintenance of the database
- Maintenance of the EFAEP email system
- Informing members of the various possibilities of active participation
- Coordination of the active participation of members
- Supporting the implementation of the action plan
- Preparation of meetings (GA, ExCo, WG's, other Meetings in Brussels)
- Coordination of drafts of statement to the European Union
- 2-weekly Newsflash
- Evaluation of the questionnaire
- Supporting EFAEP's activities to gain new members