Summer Internship Programme
Open Society European Policy Institute, Brussels

1. INTRODUCTION

This year, the Open Society European Policy Institute (OSEPI) will launch a new internship programme in addition to its regular internship programme. The summer programme will provide opportunities for young enrolled students to undertake an internship during the summer period. This programme is only for the Open Society European Policy Institute in Brussels.

The Open Society European Policy Institute covers the EU dimension of everything that the Open Society Foundations do, providing evidence, arguments and recommendations to policy-makers in the EU’s institutions and member-states, drawing on the Foundation’s work on the ground in more than 100 countries.

The Open Society Foundations work to build vibrant and tolerant societies whose governments are accountable and open to the participation of all people.
We seek to strengthen the rule of law; respect for human rights, minorities, and a diversity of opinions; democratically elected governments; and a civil society that helps keep government power in check.
We help to shape public policies that assure greater fairness in political, legal, and economic systems and safeguard fundamental rights.
We implement initiatives to advance justice, education, public health, and independent media.

We build alliances across borders and continents on issues such as corruption and freedom of information.
Working in every part of the world, the Open Society Foundations place a high priority on protecting and improving the lives of people in marginalized communities.

The Internship Programme

The Summer Internship Programme is a rewarding experience. You will gain an inside perspective on understanding open society issues (such as human rights, justice, democracy, good governance, etc) especially at EU level. If you’re looking for first-hand experience on advocacy in particular, we will provide you with great opportunities for initiative and learning.

2. REQUIREMENTS

OSEPI is currently looking for a summer intern to start in July 2016. The internship is paid and is for a maximum of 50 days following Belgian requirements for enrolled students only.

The intern’s main tasks will be related to providing support to the work of OSEPI on EU’s internal policy especially on social inclusion, Roma and fundamental rights. Additional tasks -about 30% of the intern’s time- will include updating specific contacts in our contacts database.

The intern will provide support in:

• Assisting with organising advocacy meetings
• Updating the contacts databases and mapping contacts
• Assisting with logistical or administrative tasks

Requirements
• Bachelor degree in European or International or Human Rights studies and in your first or second year of your Master’s degree
• Data driven with an analytical mind and a strong attention to detail
• Computer literacy, with a good knowledge and experience of Microsoft Office
• Fluent spoken and written English required; knowledge of another EU language is an asset
• Good communication and organisational skills required

3. APPLICATION

Please send a letter of motivation and curriculum vitae to osepi@opensocietyfoundations.org with “application for summer intern” in the subject line before 24 June 2016 giving an indication of your availability.