

REF: WindEurope/2016/15
Administrative Intern – Political Affairs Department
Internship for 6 months
Start: mid-Jan

WindEurope (formerly EWEA, the European Wind Energy Association) is the voice of the wind industry - actively promoting wind power on behalf of member organisations in Europe and worldwide. Our resources are focused on policy activities, lobbying and supporting our members. windeurope.org

WindEurope is seeking an Administrative Intern to support its Political Affairs Department on specific projects.

Main Responsibilities:

Carry out administrative duties to support the following teams within the Political Affairs Department on specific projects including:

- Conference programmes of Resource Assessment 2017 (Edinburgh, March 2017), Offshore Wind Energy 2016 (London, June 2017) and WindEurope Annual Event 2017 (Amsterdam, November 2017), assisting the Conference Programme Managers in the development of the sessions;
- EU Projects: supporting the EU Project Managers in the administration of specific EU-funded projects.

Examples of tasks:

- preparation of meetings with external stakeholders (Conference Programme Committees, EU Project Consortia);
- follow-up with stakeholders on an individual basis;
- preparing project documentation and reporting;
- keeping records in the contact database up-to-date.

Required Qualifications:

Education & work experience:

Bachelor's Degree and / or equivalent work experience

Personal skills:

- Excellent communication skills
- Able to deliver under highly time-constrained situations
- Proactive, creative and flexible
- Well-organised and meticulous
- Customer-oriented
- Eager to work in a multicultural environment
- Computer skills: MS Excel, Word, Outlook, contact databases/CRM system

Languages:

Excellent written and spoken English is a must.

All other languages are an asset

Offer:

- Paid internship
- Challenging, international and enthusiastic environment
- An opportunity to learn more about the wind energy sector while gaining working experience in a dynamic organisation.

To apply, please send your CV and a cover letter by **12th January 2017** to jobs@windeurope.org with reference code: **WindEurope/2016/15**

Note: only short-listed candidates will be contacted after the deadline.