<table>
<thead>
<tr>
<th>Land, Ort:</th>
<th>Belgien, Brüssel</th>
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<tbody>
<tr>
<td>Einrichtung:</td>
<td>at European Trade Union Committee for Education (ETUCE)</td>
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<tr>
<td>Ansprechpartner:</td>
<td>Frau Susan Flocken</td>
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<tr>
<td>Telefon:</td>
<td>+32 2 224 06 36</td>
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<tr>
<td>Email:</td>
<td><a href="mailto:susan.flocken@csee-etuce.org">susan.flocken@csee-etuce.org</a></td>
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<tr>
<td>Webseite:</td>
<td>csee-etuce.org/en/</td>
</tr>
<tr>
<td>Start / Dauer:</td>
<td>September 2015 / 5 oder 10 Monate</td>
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<td>Bezahlung:</td>
<td>ja</td>
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**Beschreibung:**

Internship at European Trade Union Committee for Education (ETUCE), Brussels

ETUCE is looking for one intern for its Secretariat in Brussels starting from 1 September 2015 for a 10-month period. (A 5-month period until 31 January 2016 is also possible).

About ETUCE
As the European Regional Office of Education International, which is a worldwide federation for teacher organisations, ETUCE represents 110 teacher organisations in the EU and EFTA countries as well as 25 teacher organisations in the rest of Europe. ETUCE acts as an agent for the interests of the Member Organisations towards the EU institutions in Brussels, and further seeks to promote and coordinate international
cooperation among its Member Organisations. The fields of work for the secretariat thus mainly concern education and labour market policies in all areas of the educational sector within the EU. ETUCE is also a European Trade Union Federation of the European Trade Union Confederation (ETUC).

The position
The intern supports the Coordinator for Social dialogue, Trade Unions & Human Rights, Working conditions. A part of the internship is also carried out in cooperation with the other coordinators. Furthermore, as is common for all ETUCE employees, help with other practical tasks in the office is expected.

Assignments
- Social dialogue, Trade Unions & Human Rights, Working conditions:
  - Support the monitoring the development of the EU education and social policies.
  - Assist in the preparation of internal and external notes on education policy, labour market policy and social dialogue within the EU.
  - Assist in the preparation of, and follow-up of conferences and seminars including drawing-up of reports and minutes.
  - Prepare newsletter articles and other information tasks.
  - Accomplish varying office tasks.

The ETUCE secretariat in Brussels is a relatively small French and English speaking secretariat, which values an informal tone, a close collegial spirit, as well as a high level of quality in its work. ETUCE organises a part of its conferences and meetings in countries across the EU, therefore travelling can be expected as part of the assignment.

Employment
The internship position is paid. It includes health insurance as well as a paid outbound and return journey.

Deadline for application
The application must be in English and is to be sent to susan.flocken@csee-etuçe.org before 15 May 2016.

For further information about the positions, please contact Susan Flocken at the email address above or at this number +32 2 224 06 36.

Anforderungen:

Qualifications
As an intern at ETUCE it is required that you:
- are following an education programme and have a bachelor/undergraduate degree from a university or are well underway with your university studies
- possess high level English skills, both orally and in writing, while knowledge of French is welcome
- have an interest in education and labour market policy, union policy and EU policy
- are thoroughly versed in EU institutions and work processes.
- have good information and communication skills.

**Bewerbungsfrist:** 15.05.2016

**Stipendium:** Mögliche Förderung über ERASMUS-Stipendien für Auslandspraktika.