



Communications Internship

Closing date: 06.10.2017

Location: Brussels

Hours: Full time

Starting date: as soon as possible

About EASE

EASE, the European Association for Storage of Energy, is the voice of the energy storage community, actively promoting the use of energy storage in Europe and worldwide.

EASE actively supports the deployment of energy storage as an indispensable instrument within the framework of the European energy and climate policy to deliver services to, and improve the flexibility of, the European energy system.

EASE seeks to build a European platform for sharing and disseminating energy storage-related information.

EASE supports the transition towards a sustainable, flexible and stable energy system in Europe.

Main Duties:

- Active contribution to the day-to-day operations
- Attendance at and reporting on internal and external meetings/events
- Logistical support in the framework of events organisation and/or meetings
- Conducting research and assisting in the creation and development of different communication tools
- Drafting documents, presentations and other communications material
- Preparing, managing and updating the websites, databases and mailing lists
- Performing various administrative tasks

Requirements and competencies:

- University or advanced degree
- English is the working language of the office; French and/or German are desirable;
- Ability to manage stress, multiple deadlines and effectively prioritise workload
- Ability to communicate effectively, both orally and in writing
- Familiarity with MS Office and with other software (database management, Contao, Wordpress,...) is a strong advantage
- Pragmatic, ability to take initiative and independently plan to meet deadlines
- Self-starter, positive attitude, flexible, team player, sense of humor

We offer:

- A remuneration package to be discussed bilaterally
- A stimulating and dynamic international environment
- Opportunities to develop skills and understanding of the energy sector

Please send a **motivation letter and CV** (max. 1 page each) by email in English to Ms Doriana Forleo at jobs@ease-storage.eu, noting “**EASE Communications Internship**” in the subject line.

Be aware that applications are reviewed continuously upon arrival; therefore application as soon as possible is advisable.

Due to the expected high number of applications, only short-listed candidates will be contacted for interviews.