Job Description Internship

ROLE DESCRIPTION AND PURPOSE

Eurosif is looking for a full-time intern to join its Brussels-based team for six months, with the possibility of a six-month extension, starting 1 February 2027. The successful candidate will work closely with the Policy and Communication Officer and other team members and assist across various workstreams, including communications, event organisation, policy, administration and finance.

KEY RESPONSIBILITIES

Events & Communications (ca. 50%)

- Support the Policy and Communication Officer with social media monitoring, the development of social media posts, and website updates.
- Assist with drafting and finalising monthly newsletters.
- Support the organisation of in-person events, such as the Annual General Meeting, as well as online events.
- Help develop PowerPoint presentations for meetings and webinars.

Policy Work (ca. 30%)

- Support the policy team with policy monitoring and updating the legislative tracker and other updates for members.
- Take notes during calls and draft minutes.

Administration & Finance (ca. 20%)

- Support financial reporting and management, including processing invoices and expenses and updating the budget monitoring spreadsheet.
- Support the preparation of reports for members and grant reports.
- Support the development and administration of the Eurosif Club, a community of market practitioners engaged on sustainable finance.
- Provide logistical support for the team and office, including meetings and events, and arrange travel.
- Update the contacts database.
- Support the Executive Director and the Operations and the Project Manager with other administrative matters.

ROLE REQUIREMENTS

- Bachelor's or master's degree in European studies, political science, finance, economics, business management/administration, journalism, strategic communications or another relevant field.

- Strong communication skills and fluency in written and spoken English. Fluency in French is an asset.
- Strong organisational skills, with the ability to prioritise tasks and meet deadlines.
- Professionalism, reliability and strong attention to detail.
- A positive attitude and the ability to work effectively both as part of a team and independently.
- General knowledge of EU institutions and interest in EU politics.
- Motivation to contribute to the development of sustainable finance and support a just transition.
- Experience with graphic design software, such as Canva and Adobe Creative Cloud, and content management systems, such as WordPress, is an asset.
- Proficiency in Microsoft 365 applications, particularly Excel, Word and PowerPoint.
- Availability to start on 1 February 2027.
- The right to work in Belgium.

WHAT WE OFFER

- A paid six-month internship, with the possibility of a six-month extension, under a convention d'immersion professionnelle (CIP).
- Hands-on experience of the day-to-day work of a European organisation, as part of a small, dynamic, mission-driven and international team.
- Practical knowledge of EU legislative processes and advocacy.
- First-hand exposure to EU sustainable finance, with opportunities for professional development.
- Flexible working style (hybrid office/home setting).

APPLICATION PROCESS

Please send your application, with the subject line "Internship – [First Name, Last Name]", including a CV and either a cover letter or an email, by 14 December at the end of the day to contact@eurosif.org.

Please note that only complete applications will be considered. We will only contact shortlisted candidates.

ABOUT EUROSIF

Eurosif – the European Sustainable Investment Forum is the leading pan-European association promoting sustainable finance at the European level. Its members are Sustainable Investment Fora (SIFs) from across Europe, collectively representing over 1000 organisations spanning a diverse range of financial market participants, including institutional investors, banks, service providers and intermediaries, as well as other organisations like foundations, civil society and research institutes.

Eurosif and its members are committed to advancing sustainable finance and advocate for an ambitious, effective and proportionate EU regulatory framework that enables the financial sector to contribute meaningfully to the transition towards a more sustainable and inclusive economy.