

## Programme Assistant – Social Europe and Wellbeing Programme

The EPC is looking for a Programme Assistant (equivalent to a paid internship) to join its **Social Europe and Well-being Programme** for a period of six months in September/October 2023.

This is an entry-level position targeted at recent graduates as well as graduates having acquired initial work experience through internships.

The successful candidate should have a demonstrated knowledge of and interest in **the social challenges the European Union is facing today** through prior internships, work or course choices, a solid academic background, a good understanding of EU institutions and decision-making processes, and an interest in organising events and carrying out desk research on various topics related to EU policies.

Knowledge of one of the following policy areas is an asset; strong and resilient healthcare systems; modern and inclusive labour markets; eradicating inequalities; investing in the health and well-being of people, and making European welfare states and social protection systems fit for the future.

### Profile

- Undergraduate or graduate degree in social sciences, public health or political science;
- Excellent analytical and writing skills;
- Strong interest in European affairs;
- Good organisational and time management skills;
- Self-disciplined, able to work both independently and in a multinational team;
- Dynamic, flexible, reliable, and attentive to details;
- Good presentation skills;
- Excellent English language skills (oral and written), additional languages are a plus;
- Previous relevant work experience in policy analysis, organising events, and research assistance (internship would suffice) would be a plus.

### Main duties

- Supporting EPC analysts in organising events (including drafting event proposals, invitations and programmes, contacting speakers, and assisting during the events);
- Background research, analysis of data, and support in writing publications;
- Contributing to policy monitoring with an eye to developing a strong understanding of EU policymaking processes;
- Support in writing project and funding proposals, as needed.

The post will remain open until Wednesday 30 August, with a first analysis of applications on Wednesday 16 August. Interviews and recruitment will take place on a rolling basis. For more details about how to apply, see below.

### How to Apply

Candidates who meet the requirements should send by e-mail a **one-page motivation letter addressed to Emma Woodford, EPC Chief Operating Officer, together with a CV, each in PDF format**, to [cv@epc.eu](mailto:cv@epc.eu)

The email should include the **name of the position, the programme, and your name and surname in the subject line**, for example, Project Manager Connecting Europe Name Surname.

**All applicants are warmly invited to include writing samples. Applicants to the communications position, please include your attachments together with CV and motivation letter.**

*The EPC is an equal opportunities employer. We value diversity and particularly encourage applicants from groups of society that are not well represented in Brussels think tanks, Brussels-based civil society or European policy making.*

*All applicants will be sent a diversity survey upon receipt of your application. The data will be confidential and only used for our internal monitoring purposes. **Please do not include a photograph in your application.***

***In view of the expected high number of applications, please note that we will only be able to contact shortlisted candidates.***