

Andreas Galanakis internship programme

The American Chamber of Commerce to the European Union (AmCham EU) is seeking one Policy Intern for a period of 3 months. A stipend is offered. (May – July 2019)

AmCham EU speaks for American companies committed to Europe on trade, investment and competitiveness issues. It aims to ensure a growth-orientated business and investment climate in Europe. AmCham EU facilitates the resolution of transatlantic issues that impact business and plays a role in creating better understanding of EU and US positions on business matters. Aggregate US investment in Europe totalled €2 trillion in 2013 and directly supports more than 4.3 million jobs in Europe.

Job description: Responsible for supporting the AmCham EU horizontal and sectoral committees and providing assistance to the Policy Advisers. The successful candidate will co-ordinate and attend committee meetings and will be encouraged to attend many diverse business meetings and events. They will also assist the team in the organisation of larger events and monthly meetings. He or she will perform research to monitor issues of interest to AmCham EU members across a broad spectrum of European and Transatlantic policy areas. They will also be required to write briefing notes on issues of interest to AmCham EU members and periodical articles for the AmCham EU Website. They will also be asked to help out on database updates.

Criteria:

- Strong interest in European affairs and/or international relations.
- Strong organisational, event planning and administrative skills.
- Computer literacy (particularly Microsoft Office and Internet Browsers).
- An eye for detail and be able to keep to deadlines.
- Work well in a small and dynamic international team.
- Flexible with working hours in order to support events and briefings.

Languages: Fluent English (both written and spoken); other languages are an asset, especially French.

Stipend: This **paid internship** is **financed by AmCham EU, and co-sponsored by the American Hellenic Educational Progressive Association (*)**. A monthly stipend of €600 will help covering out-of-pocket expenses. The flight Greece-Belgium (maximum €500) and accommodation (maximum €1.500) will also be covered separately.

How to apply: Students interested in applying for this position should send a CV and cover letter to policyvacancy@amchameu.eu

Deadline for applications: Friday 8 February 2019

(*) Internship co-sponsored by AHEPA Chapter A610 - European Eagle – Brussels.