

## **EUROGEO SURVEYS INTERNSHIP INTERNSHIP: ADMINISTRATIVE/COMMUNICATIONS INTERN**

**Jump-start your career with an internship in the heart of The Geological Surveys of Europe.**

EuroGeoSurveys – the Geological Surveys of Europe – is an umbrella organization representing 37 National Geological Surveys and some regional Surveys in Europe, with an overall workforce of several thousand experts. Collectively, through EuroGeoSurveys, the National Geological Surveys provide the European Institutions with expert, neutral, balanced, and practical pan-European advice and information regarding the geological subsurface to support science-based European policy and decision-making.

EuroGeoSurveys is advertising a 6-month paid internship in our Brussels office (starting April-May) for a bright, hard-working administrative. You will have an administrative formation, residence in Belgium, evidence of ability to work well both in a team and independently, a positive, can-do attitude, good communication skills, attention to detail, and an ability to work to strict deadlines. Strong English language skills (written and spoken) are required. Proficiency in French (or another European language) is an asset.

### **Major duties include:**

Reporting to the Secretary-General, you will provide support to the Secretariat staff, undertaking tasks including, but not limited to:

#### **Secretarial Support:**

- Manage incoming calls, mail, and appointments for the Secretary-General.
- Provide effective secretarial assistance to streamline daily activities.

#### **Logistics Management:**

- Assist in organizing logistics for meetings, events, and conferences.
- Manage the EGS Meeting Room for both internal and external use.
- Coordinate and support various administrative and logistics tasks within the Secretariat.

#### **Online Presence and Content Management:**

- Enhance the organization's online presence through social media platforms.
- Edit and update content on the website to ensure accurate information dissemination.

#### **Communication Activities:**

- Support communication activities, including drafting and editing publications.
- Assist in newsletters and preparation of documents for statutory meetings.
- Manage communication with the Communication staff on scientific events.

#### **Event Organization:**

- Provide support in the coordination of logistics for events organized by the Secretariat.
- Follow up on Expert Groups, update information, and manage events.

**Project Support:**

- Aid in the follow-up of ongoing projects such as SCRREEN3, SCRREEN2, RASTOOL, GSEU.
- Monitor calls for proposals and the EU agenda.
- Statistical Data Management.
- Assist in collecting and updating annual statistics relevant to the organization.
- Support the ETP SMR in secretariat tasks and document drafting.
- Assist in the preparation of scientific factsheets if needed.

**How to apply?**

Send us your CV and motivation letter to [info@eurogeosurveys.org](mailto:info@eurogeosurveys.org)

**Deadline: February 16, 2024**

EuroGeoSurveys is an equal-opportunity employer that strives to recruit the right candidates based on their skills and experience. All applicants will be considered for employment irrespective of age, gender identity, race, religion, sexual orientation, marital status, or disability.