

Internship – Project Assistant

Suggested start-date: January 2016

Suggested duration: 6 months

Location: Brussels

Nuclear Transparency Watch (NTW) is a European network that promotes a citizen watch on nuclear safety and transparency. NTW has been created in order to: Promote transparency in nuclear issues and increase the contribution of civil society in the governance of nuclear activities; Raise awareness among policy makers and European society about transparency in nuclear issues; Act as a public interest counterweight and develop another expert opinion from the civil society.

For more information on NTW visit: <http://www.nuclear-transparency-watch.eu>

REQUIRED SKILLS

- Interest in nuclear affairs;
- Master's degree or current master student in Political Science, Social Science, European Affairs, Law, Communications, natural science or other related field;
- Excellent English (oral and written); Other language skills are an asset (in particular French);
- Strong administrative, communication, writing, proofreading and organizational skills;
- Ability to work independently; Be a proactive, problem solver and team player person.

MAIN FUNCTIONS AND RESPONSIBILITIES

- **PUBLIC AFFAIRS**
Increasing NTW visibility within the European context; Monitoring and providing analysis of EU nuclear agenda, policies and legislation and all activities of European nuclear lobbies (industry).
- **COMMUNICATION**
Promoting our work and events; emailing and correspondence with contacts and partners; Updating NTW website; Managing social media; Preparing press statements; Creating quarterly newsletters.
- **ORGANISATION**
Taking part in meetings and taking minutes; Organising meetings in Brussels for NTW (General Assembly, MB, WGs, special events or workshops) and events in interaction with EU institutions (EP, EC, etc.); Preparing proposals and applications for funding; Assisting with updating the database and other tasks when necessary.

WHAT WE OFFER

A six-month internship at NTW Brussels office (Trone Area).
The intern will start ideally in January 2016 for a part-time internship (4/5).

REMUNERATION

The internship is remunerated.

The amount depends on the situation of the applicant:

- The intern is a recent graduate who is seeking a first work experience
- The intern is a current student and can deliver a memorandum of agreement (convention de stage) to be established between NTW and the intern's university.

CONDITIONS

- The intern needs to bring his/her own laptop with Microsoft office programs (Excel, Word, and PowerPoint).
- The intern needs to live in Brussels and have a European Nationality or working permit in Benelux.

COLLABORATION

The intern will be placed under the responsibility of the Head of Operations of NTW based in Brussels. He/she may also have occasional links with other NTW members: the Chair, Management Board, working group leaders of NTW.

OPPORTUNITIES

This internship is a nice opportunity to have a first work experience:

- You will enhance your knowledge on Nuclear issues;
- You can play a key role in a growing association located in Brussels and help bolster its reputation in the context of EU Institutions and nuclear lobbies;
- You will get exposure as key player in European public policy;
- You will be part of a dynamic and international team;
- You will attend to events and conference of EU Institutions, NGOs and Social Platforms.

INTERESTED?

Applicants should send a CV and Covering Letter to Head of Operations, Marie-Alix Verhoeven by 20 November at latest: ma.verhoeven@nuclear-transparency-watch.eu