

JOB DESCRIPTION

INTERNSHIP - Policy Assistant

We are

EuropeanIssuers is a Brussels-based association which represents the interests of publicly traded companies in Europe. EuropeanIssuers' aim is to serve the interests of its members by ensuring that their views as users of capital markets are heard in the debates on company law, corporate governance and capital markets regulation. Members of EuropeanIssuers include both national associations and quoted companies from all sectors across 14 European countries.

EuropeanIssuers' secretariat consists of 5 people, but we share offices with our French and Italian member associations (AFEP and Assonime), so that there are around 12 people in the office in total.

We are looking for

EuropeanIssuers is looking for a full-time intern to join its Brussels-based team for 6 months. The successful candidate will be assisting in policy work of the association.

The ideal candidate should meet the following requirements:

- Good communication skills: proficient knowledge of English both speaking, and writing is essential;
- General knowledge of EU institutions and legislative processes and interest in EU politics is a must;
- Good research skills and attention to detail;
- Interest in capital markets and companies' ability to access market finance;
- Good IT skills;
- On-going studies or recent university graduate with a focus on political /European studies/ law (we particularly welcome applicants via the Erasmus or Leonardo da Vinci programmes);
- **Available to start in the week of 26th February 2018.**

Main duties and responsibilities

- **Policy & research (40%)**
 - Monitoring legislation via official EU websites, RSS feeds, news, etc.
 - Updating Policy Scorecard giving an overview of all relevant EU legislation.
 - Attending conferences, meetings and other events and reporting back on behalf of EI
 - Drafting newsflashes / website alerts to members and uploading on EI website.
- **Communication & Management of internal groups (40%)**
 - Assisting Senior Policy Adviser with organisation of Committees and Working Groups of members, including drafting minutes.
 - Updating the policy sections of website (policy topics, committees, WGs, external representation).
 - Updating contact details in policy distribution lists & databases.

- **Assisting with other activities on request (20%).**

We offer

- Internship for a period of 6 months with a possibly to extend it.
- Acquiring practical knowledge of how EU lobbying works;
- Obtaining good understanding of the EU legislative processes and of the impact of EU regulation on non-financial companies;
- Experience of working in small but international team;
- Experience of living in Brussels;
- Housing allowance.

How to apply

Please apply in English with CV and cover email to Aleksandra Palinska, Senior Policy Adviser, EuropeanIssuers, via info@europeanissuers.eu **by 22 January 2018 close of business**. Please notice that only shortlisted candidates will be contacted.