



Cefic, the *European Chemical Industry Council*, is both the forum and voice of the European chemical industry. It aims to maintain and develop a prosperous chemical industry in Europe by promoting the best possible economic, social and environmental conditions to bring benefits to society.

The Innovation department of Cefic, the European Chemical Industry Council, has a rolling programme of internships for communication students **reaching the end of their studies** and **recent communication graduates**. Cefic, the forum and voice of the chemical industry in Europe, is the largest European trade group in Brussels; we offer valuable and rewarding work experience in a welcoming, stimulating multicultural team.

For its Innovation department, Cefic is looking for a (M/F):

Communications Intern

Mission of the role:

To manage or help with various projects relating to resource and energy efficiency, water, raw materials, biotechnology, smart cities, innovation for growth and sustainable chemistry in the following areas:

- EU project communication
- Publishing: web, print, social media
- Research and analysis; copywriting; drafting and publishing documents or blog posts
- Coordinating online-based communications projects
- Events communication support

The intern will work with colleagues in the Innovation team in charge of specific issues, and report to the Communications Manager. The extent of their responsibilities and autonomy will depend on their capacity to take initiatives and manage projects, as well as their skills, areas of specialization and previous experience, if any.

Are you inspired by these responsibilities?

You will:

- Support the communication work packages of EU funded projects.
- Communication assistance to the SusChem Secretariat (www.suschem.org).
- Support event communication campaigns.
- Produce (collate, edit or draft) texts to be published (print or online) and maintain the unit's websites, including the news section, the event's calendar, new content for thematic pages and member's databases (www.suschem.org and project websites).
- Develop visually attractive presentations.
- Once more familiar with the organisation, attend meetings and make suggestions on ways to communicate around a specific issue or event.



Can you make the difference?

The successful candidate will be a highly motivated individual who demonstrates the following **experience and competencies**:

- Ability to synthesize and translate complex issues into clear and concise messages.
- Highly computer literate; familiar with MS Office, web content management systems and social media.
- An operational knowledge of web content management systems and related Internet tools, and/or elements of design, video editing tools and basic knowledge of publishing softwares are all assets.

Required personal qualities:

- Excellent spoken and written English.
- Strong interpersonal skills and a self-starter
- Flexible - ready and available when needed to tackle urgent requests.
- Strongly motivated and to exercise initiative
- Enjoys working in a multicultural team.
- Very well organised, and able to work under strict deadlines with the ability to set priorities
- Strong analytical skills

Are you interested?

Please send your application (**short motivation letter + curriculum vitae of no more than 2 pages**) by **16 March 2018** to Jessica Bart-Williams, Human Resources Assistant, Cefic Avenue E. Van Nieuwenhuysse 4, B-1160 Brussels. E-mail address: jobs@cefic.be

***Note:** This internship position is intended for communication students **reaching the end of their studies** and **recent communication graduates** only, professionals with previous full time non-internship experience need not apply, as their applications will be disqualified.