

Country: North Macedonia

Project: EU for You (Europe House)

Status: Opened

Deadline: 23/03/2020

### ***EVENTS AND CAMPAIGNS INTERN***

B&S Europe, BUSINESS & STRATEGIES IN EUROPE S.A., is an international consulting firm based in Brussels since 1991 and member of the GOPA group. Our company provides advice for technical assistance projects in developing and transition countries, particularly to Public and Governmental Institutions. Our main fields of expertise are Institutional Reform and Capacity Building, communication, outreach and PR, in areas such as EU Integration, Justice and Home Affairs, Regional and Local Development and Security and Good Governance (including support to civil society, elections, democracy, decentralization processes, etc.).

B&S Europe has managed projects in more than 100 countries worldwide and has a long standing involvement with clients including international donor agencies, particularly with the European Commission, National Governments and their agencies.

B&S has also permanent offices in Brussels, Beirut, Pristina, Bucharest **and Skopje**, but also representative offices in more than 10 countries. The company employs more than 55 full time staff and relies on a trustworthy and well experienced network of in-house and external experts to carry out the implementation of projects.

#### **Job Purpose**

B&S Europe is the lead partner in implementation of EU funded project “EU for You” with 5 project staff operating at the EU House. In order to contribute to successful implementation of the project tasks and activities, B&S Europe is seeking for an *Events & Campaigns INTERN* to join and support the EUH permanent staff.

#### **Responsibilities**

Under the supervision of the EUH Team and the Events and Campaign Manager, the Intern will be responsible for conducting activities related to the ongoing support of the project.

He/she will support the project team in operational and administrative tasks while displaying a proactive attitude and commitment.

#### **Daily tasks might include:**

##### **Events and events' management**

- Provide support in the logistical organization and implementation of event management and campaigns (e.g. conferences, roundtables, panel discussions, trainings, debates, workshops, quizzes, competitions, networking events, exhibitions, book/brochure presentations, film projections, receptions, other) in Europe House
- Support to prepare and maintain list of participants and name tags for the events/ meetings/ campaigns
- Assist in obtaining confirmations for participation from event invitees
- Support all organizational and logistics aspects before and during the events (conference room set-up, taking photos, liaising with technical support etc.)
- Assist in the activities implementation and ensuring all visibility elements are included (banners, other visibility items)

- Assist in the preparation of written documents, photos and videos taken during activities
- Support in preparation of media coverage as needed
- Support in keeping track of promotional materials and assist in the preparation of promotional packages
- Travel to visibility events may occur
- Assist in conducting background research to activities as needed
- Other support as needed.

### **Information materials**

- Contribute to the preparation of information materials as needed (posters, leaflets, brochures, flyers, factsheets, videos, etc)
- Support in preparation distribution lists for information materials.

### **Proposal**

- Very good work atmosphere and company culture;
- Possibility to join a very motivated and professional Team ;
- Exposure to a variety of interesting communication and visibility events organized by EU House;
- Possibility to experience working with EU institution;
- Possibility to develop professional communication skills, with a focus on events management;
- Possible field missions around the country.

### **Qualifications and profile**

§ Mid-term student;

§ Excellent command of English language (both written and spoken), knowledge of Albanian language would be an asset

§ Proven interest in the cooperation and development field;

§ Ability to interact with people and establish good relationships;

§ Computer skills MS Office (Excel Word Power Point), Internet, and database.

### **Conditions**

Please note that an internship agreement with a University or any other institutions is required.

This is a part time position for a period of 1-3 month, starting in March 2020, in Skopje; no internship allowance is envisaged. At the end of the assignment the intern will receive certificate of completion.

### **Contact Details**

Interested candidates should send their CV and motivation letter to the following e-mail addresses:

**ck@eccf.ukim.edu.mk** & **aneta.spirkoska@bseurope.com** with the heading *“EU House intern”*.

Candidates acknowledge that they accept the personal data protection Policy as published in B&S Europe website (<https://www.bseurope.com/node/59887>). Only candidates with an internship agreement will be considered. Due to high number of applications, only pre-selected candidates will be contacted.