

Brussels, 12 January 2021

JOB DESCRIPTION

Women Political Leaders (WPL) is the global network of female politicians. Its mission is to increase the number and influence of women political leaders to achieve men-women parity. WPL is an independent, post-partisan, not-for-profit foundation based in Iceland, the world champion of gender equality. The Brussels secretariat is very international and regularly works with women Parliamentarians and decision-makers around the world.

Internships at Women Political Leaders (WPL)

Women Political Leaders (WPL) is always on the lookout for talented and motivated interns for its offices. WPL internships generally last six to 12 months and are part of university or graduate coursework. An internship agreement from the student's school must be provided.

Profile

- In the process of or having completed Bachelor's or Master's degree.
- Strong organisational and interpersonal skills.
- Fluency in written and spoken English. Fluency in French is desired and other major international languages are an advantage.
- Knowledge of EU institutions, International organisations, current affairs and international relations.
- Ability to use IT tools and softwares such as the Microsoft Package (Word, Excel, Outlook...). Knowledge of Salesforce is desirable.
- Excellent writing skills.

Overall, successful candidates should seek to demonstrate:

- Proactivity – a 'doer' capable of driving projects in a fast-paced and dynamic work environment with shifting priorities and occasional heavy workloads.
- A firm commitment to female leadership.
- Ability to work effectively as a team member of a multicultural and multilingual team
- Excellent writing skills.

Tasks & responsibilities

- Support to programme management: research on topics of conferences, drafting invitations and briefings, response management.
- Support to project management: planning and follow up of projects and initiatives, logistical planning, liaison with third parties.
- Support to relations with partners and stakeholders: horizon scanning, background research, proposals and pitches.
- Support to operations and knowledge management: collection of monitoring data, events follow up.
- Support to communications activities: drafting of articles, newsletter, website texts, social media content, design and layout.
- Administrative support: Database management, office management and operations.

Duration and format

- Start of the traineeship: as soon as possible
- 38 hours per week: 9am-6pm Mondays to Fridays
- 6-month traineeship minimum

How to apply

Candidates should send an email entitled BRUSSELS INTERN APPLICATION to mail@wpleaders.org with a CV and letter of motivation (each no more than one page of A4).

Personal data processing

The personal information entered on the application forms is recorded in a computerised file. WPL will only process or use your data to the extent necessary for our recruitment.

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