

## Administration and Events internship

### **Ecsite – European Network of Science Centres & Museums**

Ecsite is offering an Administration and Events Internship position in the executive office based in Brussels. The role is offered under the Belgian “Convention d’Immersion Professionnelle” framework, providing a unique opportunity to obtain work experience. The position is offered for a period of six months.

#### **About Ecsite**

Ecsite brings together more than 320 organisations all committed to inspiring people with science and technology and driving science engagement forward with professional events, projects and publications. Ecsite connects, inspires and empowers science engagement organisations and professionals, extending the reach and strengthening the impact of their work.

Ecsite is committed to the following global challenges:

- The climate and biodiversity crisis
- Misinformation and trust in science
- 21<sup>st</sup> century skills
- Inclusion and equity
- Health and wellbeing

For more information [www.ecsite.eu](http://www.ecsite.eu)

#### **The role**

The Administration and Events Intern will provide support to the Administration Managers and will attend the Ecsite flagship conference in June 2023, in Malta.

The Intern will gain experience in the organisation and administration of a creative international event that brings together over 1,000 participants from more than 50 countries.

#### **Specific tasks will include:**

- supporting in guests registration (e.g. keep contact and registration database updated, follow-up on basic accounting tasks (invoices, credit notes), answering enquiries and special needs from participants, liaising with speakers and special guests)
- supporting the logistical organisation of the events (e.g. preparing material, participants list, badges...)
- supporting in administrative tasks including procurement, archiving and logistics arrangement

#### **Profile**

- Excellent written and spoken English
- Attentive to details, meticulous and very well-organised
- Good knowledge in administration of events
- Ability to work independently, ability to prioritise and manage multiple tasks efficiently
- Can-do attitude, flexible, team player, resourceful and service-oriented
- Tech-savvy, strong skills in computer, event management tools and platforms

- Current enrolment for a higher education course allowing internships, preferably master's degree
- Knowledge in finance (accounting) is a plus
- Applicants should have the right to live, travel and work in Belgium.

**Duration**

6 months from January 2023

**Placement venue**

Avenue Louise 89, 1050 Ixelles, Belgium

**Compensation**

This is a paid position for 6 months, full-time with a salary of up to EUR 1100/month depending on the candidate's situation under the "Convention d'Immersion Professionnelle" framework.

**Interested?**

Please submit a cover letter explaining your interest in interning at Ecsite, and your current CV to Florence Boivin at [fboivin@ecsité.eu](mailto:fboivin@ecsité.eu)), quoting 'Admin & Events Internship' in the subject line.

Apply by the end of 27 November 2022. Only shortlisted applicants will be interviewed (Skype possible) in the week starting 5 December 2022 and will undergo a short written test.

Due to the large number of applications we receive, only applicants selected for interviews will be contacted.