

# Internship in the Brussels office of

**johanniter  
international**



The Brussels office of Johanniter International is looking for an intern to begin on **2 November 2017** for a duration of 3 months (with possible extension).

## EMPLOYER PROFILE

Johanniter International (JOIN) is an international network of 16 national charity organisations in Europe and the Middle East and the 4 Orders of the Alliance of the Orders of St John. Our members provide emergency medical services and first aid, civil protection, social care, development cooperation/humanitarian aid, training and youth work.

JOIN represents its members to the European Institutions through an information and advocacy office that is located in the heart of the European district in Brussels. Our working areas include amongst others:

- Coordination of bilateral and multilateral cooperation between our members, for instance through the different working groups
- Information on (EU) funding opportunities, coordination and drafting of project proposals and project management
- Europe-wide exchange of volunteers and young people between JOIN members
- Cooperation with NGO networks and the EU Commission on humanitarian aid, emergency assistance, civil protection and research projects (HORIZON 2020, AAL JP)
- Advocacy in different policy areas such as development/humanitarian aid, social and labour law, volunteering, and other related areas

## INTERNSHIP PROFILE – MAIN TASKS

You will assist the JOIN office in all activities, these mainly being

- Writing and editing the JOIN newsletter and managing the website
- Research on issues relevant for the JOIN office (EU policies and legislation, information requests, etc.)
- Standard administrative work and daily office tasks
- Reviewing and editing working documents and articles, composing letters, preparation of PowerPoint presentations, etc.
- Support to the coordination of the JOIN working groups, such as writing of the minutes.
- Translation of articles from German to English
- Support the implementation of the SOCIALCARE project
- Attendance and providing of reports on conferences in the various (EU) institutions represented in Brussels
- Organising meetings and events

## INTERNSHIP PROFILE - REQUIREMENTS

- You are in or have recently completed a university degree in social sciences, communication, humanities, law or similar
- Fluency in English and German
- Excellent writing skills in English
- Basic knowledge of the political system of the EU
- Ability to use MS Office, other IT skills are an asset (e.g. content management systems)
- Proactivity and individual initiative
- Good communication skills and an attitude of providing services to others
- Willingness to attend occasional evening events
- Ability to work in a multi-disciplinary context
- Previous experience with charities or youth organisations is an asset

## OUR OFFER

We offer you the opportunity to gain insight into

- numerous different activities of an NGO at the European level
- the working environment of an international network of different national charities
- the networking scene in Brussels
- a variety of different development, social and economic policy issues in the heart of EU decision-making

as well as a monthly allowance of around **1'100- EUR**.

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To apply, please send a CV and a cover letter (both in English) at [join.office \[at\] johanniter.org](mailto:join.office@johanniter.org) with subject line: **Internship**. Applications will be accepted until **8 October 2017**.

Please note that only shortlisted candidates will be contacted. Interviews will be held in Brussels (telephone interview also possible) during the second week of October 2017.

## More information

[www.johanniter.org](http://www.johanniter.org)