



Communications intern

Job description

ABOUT BPIE

As a prominent think tank with offices in Brussels and Berlin, BPIE (Building Performance Institute Europe) is leading since 2010 the conversation on buildings and climate, making the case for ambitious, human-centric policies that will bring the built environment in line with global and European climate objectives. This is a unique opportunity to work for a values driven employer with an excellent reputation in Brussels and globally, who works (and plays!) hard, and encourages creativity and diversity in our team.

ABOUT THE JOB

BPIE is looking for an enthusiastic, self-starting Communications Intern to support the communications team in Brussels in day-to-day management and implementation of BPIE's communication work. This position is an excellent opportunity to grow an arsenal of communications skills such as event organisation, digital communications (social media and website management), and impact-driven dissemination of BPIE's research and advocacy outputs.

Our new Communications intern will report directly to our Head of Communications while working closely with all BPIE team members (research, communication, and operations).

RESPONSIBILITIES

- Support Communications team in developing communications material for various EU-funded projects
 - Develop newsletters – drafting content and implementing layout on Mailchimp
 - Support in managing project websites
 - Draft promotional material (brochure, factsheets, posters, infographics, video, social media cards, banners);
 - Draft articles and press releases disseminating projects' updates, news and events
 - Draft social media messages and support with implementation of projects' social media strategies
- Monitor BPIE media and press coverage and prepare relevant reporting and statistics
- Provide support for the logistic organisation of conferences, webinars and other events or meetings (incl. travel/accommodations and catering arrangements) and manage the event calendar
- Perform any other related duties as agreed with the Head of Communications

QUALIFICATIONS

- Higher education or equivalent professional training in relevant discipline, such as communication, public affairs, political science, language, translation or graphic design
- Experience 0-2 years
- Excellent level of English (written and spoken)
- Another languages in addition to English is an asset
- Excellent writing skills
- Social media literacy
- Organizational skills and ability to juggle multiple tasks and prioritize
- Attention to detail and critical thinking



- Motivation to learn on the job, acquire new skills, particularly related to digital communications
- Creative, team player with ability to work independently and good interpersonal skills
- Passionate about contributing to the fight against climate change

APPLICATION PROCESS

Applications (CV + cover letter) should be submitted in English and online via [this online application form](#) no later than **9th of July 2024 (midnight Brussels time)**.

TERMS AND CONDITIONS

- The position is a 6-month internship from September 2024 – February 2025.
- The office is located in the Trône/Arts-Loi area in Brussels and is therefore very easily accessible by public transport (metro, tram, train and bus)
- A salary of 1000 EUR per month, homeworking allowance, meal vouchers, public transportation reimbursement, team building activities, trainings, fruit baskets and coffee, etc.
- Flexibility is provided with up to 3 days of homeworking per week, remote work from abroad, flexible working schedule with core hours based on a 38h per week contract
- A challenging and inspiring role in a leading think tank recognized in Brussels and internationally, working on one of the most pressing topics of our time – climate change
- The chance to develop own initiatives, to have real responsibilities and autonomy, to implement strategic actions, and to have a real impact on the development of the organisation
- The opportunity to work with a diverse range of stakeholders from across the buildings value chain, to learn and gain technical expertise in this field
- A supportive and dynamic work environment with highly cooperative and friendly teammates who are committed to fighting climate change and having fun in the process