



UNITED NATIONS
UNIVERSITY

UNU-CRIS

Institute on Comparative
Regional Integration Studies

UNU-CRIS Communication Intern 2017

The United Nations University Institute on Comparative Regional Integration Studies (UNU-CRIS) in Bruges is currently looking for a **communication intern** starting on 9 January 2017. The duration of the internship is negotiable, but most preferably until the end of April 2017. The position is based in Bruges, Belgium.

As a communication intern:

- You will assist in the (further) development of the social media and the UNU-CRIS website.
- You will support office staff in their preparations for upcoming (international) events.
- You will also assist office staff during the events.
- You will evaluate the events that took place during the internship.
- You will assist staff with administrative and other tasks as needed.
- You will provide assistance to staff members within the context of on-going projects.
- You will be responsible for developing a new brochure and updating outdated internal and public documents.

What we are looking for:

- You have at least a Bachelor's degree, preferably a Master's degree.
- You have a strong interest in communication and in organizing events.
- You are dynamic and eager to contribute to the activities organized by the United Nations University.
- You thrive under pressure and you are able to act quickly and efficiently.
- You are proficient with the Microsoft Office Suite and preferably have experience with the Adobe Creative Suite.
- Your **mother tongue is Dutch** and you possess excellent English writing and communication skills.
- You are willing to work in Bruges for the duration of the internship, which is on a full-time basis.

What we offer:

- Experience in an international and multicultural environment.
- A (basic) training session on Adobe InDesign and Photoshop.
- Playing a key role within a challenging and exciting working environment.
- Working with highly qualified staff members with various professional backgrounds.
- Access to the network of UNU-CRIS partners, including other UN institutes and some of the leading universities and non-governmental organizations around the world.
- The internship is non-remunerated, but (local) commuter traffic costs will be reimbursed.
- If you are a holder of a final diploma, obtained at an institution of secondary or higher education, financed or subsidised by the Flemish authorities, there is a possibility to **subsidise your internship**: <http://www.vlaanderen.be/int/en/funding-international-internships>

Please send your application (detailed CV and motivation letter) to Mr. Ewout Ramon eramon@cris.unu.edu and cc to Mrs. Pascale Vantorre pvantorre@cris.unu.edu **no later than 30 November 2016**. Please note that short-listed candidates will be invited for an interview at the UNU-CRIS' premises in Bruges on 12 and 13 December 2016. All applications will be treated in full confidence.

www.cris.unu.edu