**EBN Internship**

The people we’re looking for will be integrated in our international projects department and main tasks could be:

* + Delivery of EBN tasks as required by running contracts;
	+ Concise report writing to update: project partners/ EC / other clients / EBN management team on the project’s progress;
	+ Events/meetings organisation and follow-up;
	+ Coordination of other partners’ inputs and deliverables as required;
	+ Dissemination and communication via social media, newsletters, websites, and press releases in coordination with the EBN communication and events team;
	+ General administrative duties as required.
	+ Following EC and other calls for proposals/tenders and sharing with EBN Network;
	+ Support to proposal writing.

A good understanding on how EU institutions works, social media and pieces of news writing skills is very much required, other than:

* Excellent command of written and spoken English, other languages are a benefit;
* A sound knowledge of innovation-related topics;
* A good understanding of basic maths and sound knowledge of Excel spreadsheets;
* Ability to network and interact with other individuals from different cultures/backgrounds
* Excellent communication & presentational skills;
* Ability to multi-task and work to meet tight deadlines;
* Proven organisational skills;
* Be a good team player;
* Very good knowledge of Microsoft Office package;