

# Call for Project Management & Research Assistant

## Job description

EBN is a Brussels-based not-for-profit that serves a pan-European community of people that use entrepreneurial innovation as a driver for regional development. We are specialised in EU|BIC certification (mandated by the European Commission), quality business support programmes, EU-project collaborations, global networking, and advocacy for excellent business support actors like our 130+ certified EU|BIC and 46 Associate Members shaping our global network.

The EBN secretariat is composed of an international team of experts in business and innovation support, internationalisation, advocacy, and project management. We are currently looking to expand our communication team with an English-speaking Communication Officer for our office in Brussels. The successful applicant will contribute to the development of the EU|BIC community, Events, and EU-funded projects managed by EBN on behalf of our national and international members and partners.

## Profile

In this framework EBN, is recruiting a highly motivated candidate, passionate about the innovation world and the role of entrepreneurship in our society, starting early January 2021 to join the team in Brussels for a period of six months.

## Role

The duties and tasks for this position will include, but are not restricted to:

- General support on the implementation of EU – funded projects
- Database and CRM quality control of data input/export
- Support in the evaluation process for the selected business support organisations
- Support in the publishing process of internationally recognized reports (prepare findings, analysis, review, etc.)
- Assisting with the preparation of training workshops
- Providing logistical support of events, working group meetings, and matchmaking between support organisations
- Ad hoc support in dealing with membership engagement/queries
- General administrative tasks

**In return we offer:**

The intern will receive a monthly allowance according to Brussels's Convention d' Immersion Professionnelle, daily food allowance and reimbursement of travel expenses.

The intern will be expected to work 7.5 hours per day from Monday to Friday, following the schedule below:

- 9.00 – 13.00
- 14.00 – 17.30

The intern is entitled to follow any legal holidays recognised by the hosting organisation that falls during the placement period.

## Experience

Preferred experience:

- Demonstrated passion for start-up and innovation ecosystem,
- Ability to network and interact with other individuals from different cultures/backgrounds
- Excellent communication & presentational skills;
- Proven organisational skills;
- Be a good team player;
- Good knowledge of European and International Institutions.

## Interview and start date

- Shortlisted candidates will be contacted in due course.
- Preferred start date: the beginning of January 2021

The hosting organisation will ensure that the intern is supervised by an appropriate member of staff during the placement period.

## To apply

If you are interested in the above role, you may submit your application before the 25th of November 2020 via e-mail [job@ebn.eu](mailto:job@ebn.eu) using 'Project Management & Research Assistant' in the subject.

Applications should include:

- CV
- Cover Letter (max one A4)

Please note that only shortlisted candidates will be contacted. Candidatures will be treated confidentially. EBN is an equal opportunities employer.