**Administrative Internship in the ECFR London Office starting on 10 October 2011**

**Responsibilities**
The administrative intern will support activities of the ECFR Wider Europe team based out of the London office:

* Database: Update the ECFR Wider Europe database with key contacts details from across the EU, United States, Eastern neighbourhood and Russia. Help liaise with relevant policy, advocacy and think-tank contacts when necessary and contribute to the development of the program’s contact database.
* Media Relations: Help develop the Wider Europe program’s media outreach towards journalists in the EU, US and the Commonwealth of Independent States, and keep track of the program’s media work. Look after relevant parts of the website and make proposals for innovation. Assist with the translation and mailing of press releases into Russian, identification of Russian media contacts and compile a media review.
* Advocacy: Support the ECFR Wider Europe team with the organization and dissemination of its flagship policy report for 2011 on EU-Russia relations. This will involve preparations for mass-mailing and possibly some event management.
* Other general responsibilities as may be reasonably requested over time.

**Requirements, experience and skills**The successful candidate must be:

* A student or a recent graduate
* Available for at least 30 hours per week for three months or more from 10 October 2011.
* Excellent speaking and writing skills in both Russian and English
* B.A. or M.A. preferably but not exclusively in international affairs, European studies, political science or Russian studies.

And will possess the following skills:

* Knowledge of the EU institutions and basic knowledge of EU-Russia relations
* Knowledge of key Russian political institutions, familiarity with key media and think-tanks
* Strong communication and organizational skills

**We offer**

* An opportunity to gain work experience in a challenging, fast-paced environment with a diverse, multi-national and multi-lingual team
* An intellectual challenging and stimulating environment in a young team
* Contribution towards travel within London and luncheon vouchers.

**How to apply**
Please send your application – CV and Cover letter only – in English to (recruitment@ecfr.eu) clearly stating WE Internship as subject. Only shortlisted candidates will be contacted. Applications close on 2 October 2011 at 18.00.