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| **Position:**  | **Events Intern** |
| **Location:**  | London |
| **Deadline for application:**  | 26 January 2014 |
| **Start date:** | w/c 10 March 2014 |
| **End date:**  | 20 June 2014 |
| **Hours:**  | 20 hours a week |

**Job Profile**

The events intern will be able to gain experience in events organisation by assisting the ECFR events coordinator. S/he will help putting together ECFR’s London events, including the Black Coffee Mornings discussions, and will assist with the organisation of other ECFR London–based events.

 **Main duties and responsibilities**

* Assist the Events Coordinator organising events including running logistics on the day
* Research advocacy pegs
* Help with any other administrative tasks

**Person specification**

* Highly organised individual
* Excellent knowledge of Microsoft Office
* Excellent spoken and written English
* Excellent communication and interpersonal skills
* Ability to work independently in a fast-paced and international environment

**How to apply**

Please send your application (CV and one page cover letter) to london@ecfr.eu by 26 January 2014.

**Please note**

Due to the large volume of candidates applying for positions within ECFR we will unfortunately only be able to respond to shortlisted candidates.

The internship is unpaid but lunch vouchers will be offered and travel expenses to/from the ECFR London office will be reimbursed.