

# Internship – EE-HUB

## Our organisation

**JA Europe** ([www.jaeurope.org](http://www.jaeurope.org)) is Europe's largest provider of entrepreneurship education programmes, reaching 4.2 million students in 40 countries in 2018-2019. Funded by businesses, institutions, foundations and individuals, JA Europe brings the public and private sectors together to provide young people in primary and secondary schools and early university with experiences that promote the skills, understanding and perspective that they will need to succeed in a global economy.

**EE-HUB** ([www.ee-hub.eu](http://www.ee-hub.eu)) is an expert network of stakeholders from education, business, research, policy (EU and national policy-makers) and civil society. The mission of the EE-HUB is to increase the quantity, quality and impact of entrepreneurship education in Europe.

## Opportunity

- To be part of a global organisation, serving the European region
- To engage with an entrepreneurial and multicultural team
- To be involved in the EE-HUB, a unique flagship effort within JA Europe to influence the policy community in Brussels and European capitals.

## Role

Internship for 6 months (November 2019-March 2020) with possibility of a full-time position

## The responsibilities (non-exhaustive)

- Support the EE-HUB Director in the activities of the EE-HUB, including policy and media monitoring, outreach and advocacy, stakeholder relations, events organisation
- Continue to grow and sustain the EE-HUB community of experts and stakeholders at EU and national level
- Help develop partnership proposals and maintain existing EE-HUB donor relationships
- Support the work on EE-HUB publications or research projects (e.g. background research, drafting...), including the EE Monitor ([www.ee-hub.eu/monitor](http://www.ee-hub.eu/monitor))

## The candidate

- Fluent in English (written/spoken)
- Good project management skills
- Strong verbal and written communication skills
- Excellent operational, administrative and organisational skills
- Ability to embrace a dynamic work environment and accustomed to performing under pressure
- Proactive attitude and high level of personal commitment to duties, timelines and deadlines
- Ability to embrace remote interactions (e.g. videoconference, phone calls, etc.)

## Experience

- Demonstrated interest in policy, European Affairs, and/or education
- Experience of working in a relevant field such as entrepreneurship, education, or youth policies

## How to apply

Please submit your CV and letter of motivation to [minna@jaeurope.org](mailto:minna@jaeurope.org) with the subject title “Internship Application – NAME SURNAME”.

Deadline: 31 October 2019