

Project Management internship

Ecsite – European Network of Science Centres & Museums

Ecsite is offering a Project Management Internship position in the executive office based in Brussels.

The role is offered under the Belgian “Convention d’Immersion Professionnelle” framework, providing a unique opportunity to obtain work experience. The position is offered for a period of six months.

About Ecsite

Ecsite brings together more than 300+ organisations all committed to inspiring people with science and technology and driving science engagement forward with professional events, projects and publications.

Ecsite connects, inspires and empowers science engagement organisations and professionals, extending the reach and strengthening the impact of their work.

Ecsite is committed to the following global challenges:

- The climate and biodiversity crisis
- Misinformation and trust in science
- 21st century skills
- Inclusion and equity
- Health and wellbeing
- Open Schooling

For more information www.ecsite.eu

The role

The successful candidate will join our Project Management team, which currently coordinates Ecsite’s contribution to [5 projects](#) funded under the European Union’s research and innovation flagship programmes Horizon 2020 and Horizon Europe.

The intern will gain experience in the management of European projects, working with our international partners and members.

Please note that this role does not involve working on policy issues or advocacy.

Specific tasks will include:

- Supporting the delivery of project activities and deliverables in a timely manner
- Creating visual or written content and updating websites and social media channels (e.g. website, newsletters, social media etc.) in line with the vision of projects consortia.

- Updating websites and social media channels
- Participating in project meetings, workshops and events
- Contributing to exchanging and networking between project members
- Supporting the coordination of the Project Management team's contribution to the Ecsite flagship conference in June 2025, in Warsaw.
- Participating in the daily running of our Project Management team internally

Profile

- Degree or equivalent qualification in a relevant field (e.g. project management, communication, humanities, social science, etc.)
- Excellent written and spoken English is essential. Fluency in another European language is an asset.
- Strong editing and writing skills and the ability to tailor complex messages to different audiences
- Some experience of managing digital communication (e.g. social media, website)
- Some knowledge of science communication and/or project management is a plus.
- Ability to work independently, prioritise and manage multiple tasks efficiently
- Team player with an ability to build respectful & productive work relationships with people from different cultures and backgrounds.
- Working knowledge of Microsoft Office (in particular Word, PowerPoint and Excel) is essential. Basic command of Adobe Suite (e.g. InDesign, Premiere Pro, Photoshop) will be considered.
- Applicants should have the right to live, travel and work in Belgium.

Duration

6 months starting as soon as possible, with the possibility of an extension, depending on available funds.

Placement venue

Avenue Louise 89, 1050 Ixelles, Belgium

Compensation

This is a paid position for 6 months, full-time with a salary of up to EUR 1,200/month depending on the candidate's situation under the "Convention d'Immersion Professionnelle" framework.

Interested?

Please submit a cover letter explaining your interest in interning at Ecsite, and your current CV to Florence Boivin at fboivin@ecsite.eu, quoting 'Project Management Internship' in the subject line.

Apply by the 6 September 2024. Only shortlisted applicants will be interviewed (interview by conference call possible) on a rolling basis and will undergo a short written test.

Due to the large number of applications we receive, only applicants selected for interviews will be contacted.