

Project Management internship

Ecsite – European Network of Science Centres & Museums

Ecsite is offering a Project Management Internship position, for six months in Brussels.

For more information about Ecsite: www.ecsite.eu

The role

The successful candidate will join our Project Management team

Tasks will include:

- Supporting the delivery of project activities and deliverables
- 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.
- Participating in project meetings, workshops and events
- Providing organisational and logistical support to events and workshops

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.
- Editing and writing skills and the ability to tailor messages to different audiences
- Some experience of using digital communication (e.g. social media, website)
- Some knowledge of science communication and/or project management is a plus.
- Team player with an interest in working with people from different cultures and backgrounds.
- Working knowledge of Microsoft Office suite is essential. Knowledge of Canva is a plus.
- Applicants should have the right to live, travel and work in Belgium.

Duration

6 months starting mid-March with the possibility to renew the contract for an additional 6 months.

Placement venue

Avenue Louise 89, 1050 Ixelles, Belgium

Compensation

This is a paid position for 6 months, full-time under the “Convention d’Immersion Professionnelle” framework, including 8 paid holidays, public transportation allowance, and meal vouchers.

Interested?

Please submit a cover letter explaining your interest in interning at Ecsite, and your current CV to Florence Boivin at info@ecsite.eu quoting ‘Name+Surname - Project Management Internship’ in the subject line.

Apply by the 24 February 2025. 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.