

## **Offer for an internship in Web Design & Publication**

GOPA-Cartermill is seeking to recruit a full-time intern to assist mainly with tasks in the area of web design and publication for a period of 3 to 6 months from beginning of November onwards. We aim to provide interns with an opportunity to gain experience in a well-established communication consultancy, and to gain greater understanding of working with and for the European institutions.

### **The company**

GOPA-Cartermill is a specialised communication and network agency in Brussels. With 30 employees in its headquarters and a widespread network of freelance experts across Europe, the company delivers high-profile services in the areas of:

- Publications management
- Web management, e-marketing and audiovisuals
- Communications consulting, PR and event management
- Network management

### **Job description**

GOPA-Cartermill is currently recruiting for a full-time internship position in the field of web design and publication. An allowance will be provided depending on the qualifications of the candidate. The intern will be working in the following areas:

- Project assistance in our ongoing projects
- Support on internal and external communication
- Support for written publications and web content
- Assistance with development and maintenance of websites
- Support in the preparation of tenders
- Flexible service in unforeseen squeezes

### **Your profile**

- Proven interest in our working areas
- Background in communication, strong written and oral communicating skills
- Computer literacy with strong IT/Web skills (e.g. MS Office, Macromedia Dreamweaver, Adobe Photoshop)
- Experience with designing/updating websites
- Knowledge of the working of the EU institutions is a plus
- Languages: Fluent spoken and written English required, French or German an asset. Further languages are a plus

**Interest for you**

- Gaining working experience in a multi-national communications consultancy
- Insight into managing large-scale web projects
- Varied tasks and flexibility
- Getting an insight view into communicating European topics and the working environment of Europe's capital

If you are interested in joining the team of GOPA-Cartermill as an intern in our Brussels offices, send us an application outlining your skills. All applications will be considered.

Send your motivation letter and CV to: jobs at [gopa-cartermill.com](http://gopa-cartermill.com)

Thank you for your interest.