



## **Internship Editorial Team European Agenda / Helios Media in Brussels**

### **Who we are**

*Helios Media* is a Berlin-based publishing house, which, under the motto “Organizing communities” provides a wide range of services (magazines, newsletters, online event and contact databases, conferences, workshops) for professionals in politics, communication and the media in Germany.

In January 2006, Helios Media launched *European Agenda*, an information service which provides news on events, personnel changes and other developments of interest to political Brussels’ political community. It reaches out to all stakeholders in the EU political process, such as the EU institutions, associations, regional and company representations, think tanks, and other experts in the field of EU affairs.

### **What we have to offer**

We are currently offering an internship at our Brussels offices to a motivated candidate. The European Agenda team is currently developing a number of projects, such as extending its online personnel change and news section, improving its event and contact databases, and preparing several directories on the different stakeholders in the EU. As an intern, you would primarily support our young team in updating the content of our information portal [www.european-agenda.com](http://www.european-agenda.com). Your tasks would include researching and writing news on personnel changes and events, contacting people from a variety of institutions involved in the EU political process, drafting topical directories, preparing meetings and presentations, etc. Depending on your experience and interests, you might also be assigned responsibility for a specific project in the course of your internship.

### **What we expect**

You are fluent in English and your knowledge of the political structures in Europe is good and profound. You have good organisation and communication skills and an affinity for topics dealing with EU politics and communication. Ideally, you have practical experience in the daily political business, but, most importantly, you are motivated, enthusiastic and stress resistant.

### **The Internship**

The internship will start as soon as possible and will last 3 months. Interns are paid 200 Euros in the second and 400 Euros in the third month.

*Applicants should be available for an interview in Brussels.*

**Please email your application (CV and motivation letter) to [jobs@european-agenda.com](mailto:jobs@european-agenda.com).**

**Please check our our websites: [www.helios-media.com](http://www.helios-media.com) and [www.european-agenda.com](http://www.european-agenda.com) for background information on our publishing house, magazine and other offers.**