

Policy and event Assistant Trainee

Number of available positions: 1

Employer: European Platform for rehabilitation, <https://www.epr.eu/> Brussels, Belgium

General information: Our motto is Learning and Innovating Together. The vision of EPR and its members is working towards achieving a society where every person with a disability or in other vulnerable situations have access to the highest quality services that create equal opportunities and independent participation for all. Our Mission is to enhance the capacity of our members to provide sustainable, high quality services. The activities of EPR go beyond traditional mutual learning exchanges. EPR members co-create and pilot innovative tools and methods to better meet the needs of clients, employers and funders. Professionals from EPR members gather to benchmark and analyse effectiveness in service provision over time; improving quality of services and quality of life for clients, as well as positively impacting their daily work experience. Through membership in the European Platform for Rehabilitation, organizations are better equipped to be competitive in this changing market environment.

Location: Brussels

Form of employment: Traineeship

Type of contract: defined traineeship contract, Convention d'Immersion Professionnelle

Net monthly wage (Euro): 850, as foreseen in the Convention d'immersion Professionnelle

Duration: 6 months (possibility of extension of + 6 months)

Job profile and requisites:

Expected profile:

- University degree in Political Science, International Relations, European Studies or other relevant discipline or equivalent work experience
- Excellent organizational skills, with ability to work on a variety of tasks simultaneously to a high standard; prioritizing and meeting deadlines in an independent manner
- Fluent spoken and written English
- Fully computer-literate with advanced knowledge of MS Office
- Proactive, efficient and motivated, flexible, team-player
- Interest in social and disability-related policies, social services
- Committed to non-discrimination and equal opportunities for people with disabilities

Desirable:

- Experience in event organization/Knowledge of the social sector/rehabilitation services
- Understanding of EU social and disability-related issues, Working knowledge of other European languages, particularly French

Role & responsibilities (under supervision of Senior Public Affairs and Community Officer)

- Monitor and report on EU policy developments
- Research for and support policy analysis and drafting of briefings
- Attend external events and report back
- Write news articles on EU policy
- Support the organization of and reporting from online and in-person events, including the Annual Conference
- Support the gathering and writing up of good practices from the network

How to apply:

Interested persons should apply **by 14.00 CET 28th February** by sending a completed Application form available here (replaces the cover letter) and a CV to epr@epr.eu and cc eurespuglia@regione.puglia.it

Only short-listed candidates will be contacted, for an online interview.

EPR is an equal opportunities employer. Candidates with a disability are encouraged to apply

To participate in the selection, it is necessary to be **registered on EURES- TMS Platform:**
<https://euresmobility.anpal.gov.it/>