



# Internship at the European Chemical Regions Network (ECRN)

The **European Chemical Regions Network (ECRN)** e.V. is looking for an intern to join the ECRN Secretariat Team for 4-6 months starting from October 2011.

The ECRN was founded in 2006 and it is a registered association based on German law. The network consists of 21 European chemical regions from Belgium, Czech Republic, Estonia, France, Germany, Italy, Poland, Spain, the Netherlands, and the UK. The aim of the network is to enhance the competitiveness of the European chemical regions. The ECRN has a Network Secretariat in Brussels that provides technical and administrative support to the bodies of the association, co-operates with the members of ECRN and acts as a contact point for other institutions and organisations.

The ECRN is an acknowledged European stakeholder representing the interests of chemical regions, and in addition to facilitating the cooperation among its member regions, the ECRN works together with other chemical associations, the chemical industry and the EU institutions. The recent efforts of the ECRN have focused among other things on the follow up to the recommendations of the European Commission's [High Level Group on Chemicals Industry](#), the future design of EU regional policy, R&D and innovation and chemical policies, as well as EU policies on energy and environment. The network serves as a platform for exchange of experiences among the European chemical regions. For more information about the ECRN, please visit [www.ecrn.net](http://www.ecrn.net).

## **Tasks of the Intern:**

- Monitoring and reporting on developments and initiatives in the European Institutions, Member States and the media regarding different policy areas and topics of ECRN relevance
- Preparing internal and external publications and assisting in other communication activities (e.g. newsletters, leaflets, press releases, reports, the ECRN website and intranet)
- Organising and attending internal and external ECRN events, meetings and activities (e.g. Executive Board and Working Group meetings, seminars, and other events)
- Supporting the administration of the office (managing contact directories, updating databases, carrying out other administrative tasks)

**Profile and qualifications:**

- University studies in business/administration, political science, EU studies, social sciences or related fields (preferably in the last or second-to-last year of studies or a recent graduate)
- Fluent English (written and spoken), knowledge of other languages, particularly German or French, would be an asset
- Knowledge of / strong interest in EU affairs
- Excellent computer literacy including internet, email and MS Office applications
- Good communication skills, ability to take initiative and work independently, excellent organisational skills
- Proven capacity to work in an international environment
- Preferably work experience in public institutions on European, national or regional level

**Terms of employment**

The position is an internship on a full time basis for 4-6 months, starting on 1st October 2011. A financial contribution is provided; favourable consideration given to applicants who are eligible for funding via Erasmus or other programmes .

To apply, please send your CV and cover letter by **31st July 2011** to Ms. Miia Itänen: [office@ecrn.net](mailto:office@ecrn.net), mentioning "ECRN Internship" in the subject of your e-mail.

Applications will be reviewed on an ongoing basis. Only shortlisted candidates will be contacted.

For further information about the ECRN or this position, please contact the Director of the ECRN Secretariat, Dr. Hanny Nover.

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