

## Europe – Asia Center: Research and Event support Internship, International Relations and Europe – Asia Dialogue

### Vacancy

We are looking for interns to support our research and events activities in the field of international relations and dialogue between Europe and Asia. The focus countries of our organisation include China, Japan, Vietnam, and India. Ideal candidates are current students of East Asian Studies, International Relations degree programmes or equivalent, who are passionate about the field of research and want to gain hands-on experience working with a dynamic and dedicated team.

The internship will offer a flexible working arrangement, with option of ONLINE / remote or hybrid internship, as well as optional project delegation. The internship period will be agreed with the student, ideally lasting between 3-6 months, depending on the start date of the internship. The number of working hours will also be agreed with the student based on projects need and students availability.

### Responsibilities

- Assist in research and analysis on international relations and dialogue between Europe and Asia (drafting or research documents, policy analysis and briefings, translation of documents)
- Help organize and plan events and meetings (including delegation of meetings and attendance of events hosted in Brussels and Europe)
- Assist in the production of written (communication) materials and publications
- Provide administrative support to the team
- Assistance in strategic processes of expansion alongside the Management team and members of the board.

### Qualifications

- Current student of international relations or adequate experiences
- Strong research and analytical skills
- Excellent written and verbal communication skills in English, German and official languages of our focus countries would be considered as advantage
- Strong organizational skills and attention to detail
- Independent, motivated and capable of working under-pressure in multi-cultural environment.

## What do we offer?

You will be joining a young and dynamic team that is not afraid to make bold decisions and work on ambitious projects. We offer students a wide range of autonomy, responsibilities, and ownership of projects.

Internship can be facilitated either ONLINE or hybrid format with visit to our Brussels office. Based on projects, you would be offered opportunities for international travel.

Students will receive a monthly allowance of 200 EUR as well as reimbursement of any commute expenses.

## Application deadline and selection procedure

Application deadline is Tuesday, April 4<sup>th</sup> 2023.

To apply, please send your CV and a cover letter explaining your interest in this internship to [info@europe-asia.org](mailto:info@europe-asia.org), with heading: Internship application.

Only successful candidates will be invited for an interview.

## Briefly about Europe – Asia Center

The Europe – Asia Center is an independent international non-profit organization promoting Asia - Europe relations.

We aim at facilitating connections, mutual understanding and trust between people in Europe and Asia through arts and culture, education, sports, tourism or any other activity fostering people-to-people exchanges.

We believe in the power of soft diplomacy and in the linkages of networks between Europe and Asia. We have trust in the potential of young people to create a better world. Inspired by this optimism, we are not afraid to make bold choices to shape a better future for everyone.

