

**Internship for high-level congress preparation  
at the ECRN Network Secretariat**



The **European Chemical Regions Network (ECRN)** e.V. was founded in October 2006 and is a registered association based on German law. The ECRN cooperation started out as an INTERREG IIIC project in 2004. It currently comprises of 18 European chemical regions from Germany, Spain, UK, The Netherlands, Belgium, Italy, Estonia and Czech Republic. Beyond this the ECRN is working together with further chemical regions, associations, chemical industry and the EU institutions.

The ECRN e.V. is maintaining the **ECRN Network Secretariat** based in Brussels. The duty of the Secretariat is to provide technical and administrative support to the bodies of the association. It shall co-operate with the association's members and act as a contact point for other institutions and organisations.

The ECRN is an acknowledged European stakeholder representing the interests of chemical regions. In the years 2008/09 the ECRN mainly focuses on the fields of the future design of EU Regional Policy, Research and Innovation, European Chemical Policy (especially REACH) as well as EU policy concerning energy and climate protection. The network also serves as a platform for participation in other EU programmes by supporting the preparation of pilot projects for further exchange of experience among chemical regions. Furthermore, the ECRN is looking forward to a high-level-congress taking place in spring 2009 which it will host together with the European Commission and the Czech Presidency.

For more information about the ECRN please visit [www.ecrn.net](http://www.ecrn.net).

**Tasks of the Intern:**

Supports the organisation of ECRN events, above all the preparation of the high-level congress in spring 2009, but also Executive Board, Permanent Working Group, General Assembly and other meetings in the Brussels office;

Supports the logistics and of the administration of the office;

Assists in the compilation and distribution of information material (leaflets, press releases);

Supports correspondence, mailing, mailing and address lists, external communication, photocopying, file-keeping, maintenance;

Reports to the Director on progress, achievements and results.

**Profile and qualifications:**

Student at University and experience in administrative, financial and/or business sciences, social sciences;

Fluent in English (both written and spoken), knowledge of German and French would be an asset;  
Excellent computer literacy including internet, email and standard PC Office applications;  
Knowledge of German law of associations would be an asset;  
Good communication skills, able to take initiatives;  
Excellent organisational skills;  
Proved 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 starting at the beginning of January 2009 for at least 3 months.

There is coverage of consumption costs of 400 Euros per month.

Applicants are kindly requested to submit a motivation letter and CV as well as relevant certificates until 27<sup>th</sup> October 2008 by email to the following address: **ecrn@ecrn.net**

**Selected applicants will be invited to a personal interview.**

For further information about the ECRN e.V. or this position please contact Mr Michael Hack

Tel.: +32-2-7410-947

Fax: +32-2-7410-927

E-mail: [ecrn@ecrn.net](mailto:ecrn@ecrn.net)