

Announcement for a Projects Intern

ECF is looking for a motivated Projects Intern to join its team in Brussels

About the European Cyclists' Federation (ECF)

- We are the single European umbrella federation of member-based **civil society organisations** advocating and working for **more and better cycling**.
- We promote cycling as a sustainable and healthy means of transport and leisure.
- With more than 65 member organisations from over 40 countries, we harness the power of **European cycling movements** as the only voice at the pan-European level.
- We are based in Brussels and our roots are in Europe, but the challenges we face are global, and we are ready to meet them as **the world's largest and best-known cyclists' advocacy organisation**.

Internship description

Projects are a crucial tool to support our advocacy and the fulfilment of our 2030 strategy. The Projects Intern will work with the Projects team to help boost and maintain our ability to apply for project funding.

Tasks include researching project funding calls for proposals, assisting the Projects team with collecting and organising consortia input for project calls, and assisting with administrative and technical requirements.

The Projects Intern will work closely with the Projects Coordinator, the Projects Director, and the Policy and Development Director for the fulfilment of their tasks.

Specific responsibilities for the Projects Intern:

- Create a tracking system of deliverables ECF contributed to, and which can serve as inspiration for future deliverables
- Regularly research funding calls for proposals and update tracking documents accordingly
- Improve and update the tracking system of projects ECF is involved in
- Process administrative and technical tasks related to project proposals, project reporting and dissemination
- Assist project managers with controlling budgets, staff management and other administrative processes within projects
- Assist the Projects team with other tasks as needed

What do we offer?

You will have a place in Europe's and the world's largest pro-cycling federation to promote cycling as the healthiest, most climate-friendly and efficient means of transport and leisure. Your internship will be in an office located in the heart of Brussels full of friendly, passionate and international colleagues.

There are a lot of opportunities to learn and to demonstrate creativity, initiative, research and management skills as well as to work on community building, advocacy and cycling-related issues while building your cycling network.

We offer a **full time 26-week internship** paid approximately €1,035 monthly. This is a professional internship agreement, according to Belgian law, called *Convention d'immersion professionnelle* (FR) or *Beroepsinlevingsovereenkomst* (NL). It includes a clear description of the tasks and the expected competences acquired by the end of the internship.

Candidates must be **eligible to work in the EU** and able to live and work in Belgium during their internship. The candidate should be able to start in **November 2024**.

Who are we looking for?

- A highly motivated individual with an open-minded, proactive attitude and a willingness to learn
- A person with strong ethical standards, ready to work in an international and multicultural environment
- A fluent English speaker
- A highly organised person with excellent attention to detail, with interest and skills in financial management
- A person with experience using Microsoft Excel spreadsheets who is confident with creating and managing project budgets and administrative and technical requirements that often come with projects, especially EU-funded projects
- Someone with the legal right to work in Belgium

How to apply?

Please send a CV and a short cover letter in English in **one** PDF file to hr@ecf.com with the subject line "*First Name Last Name* – ECF Projects Intern" **by Wednesday 9 October 2024**. Candidates will be interviewed on a rolling basis. The chosen candidate will ideally start **early November 2024**.

Interviews will be conducted online. Due to the large number of applicants, only shortlisted candidates will be contacted.

Equal opportunity

ECF is an equal opportunity employer and encourages applications from all qualified candidates irrespective of racial or ethnic origin, opinions or beliefs, gender, sexual orientation, health or disabilities.