



## European New Towns Platform

The European New Towns Platform is looking for an Intern

### Presentation

**The European New Towns Platform -ENTP- is the European organisation representing the New Towns.** Founded in 2001, the organization is now a strong network of 30 members and 8 partners from 12 European countries. The members are local governments from European New Towns whereas our partners are research centres.

#### The ENTP has 2 main purposes:

- For its members: to work as a platform to exchange information, share good practices and implement European projects
- At the European level: to work as an advocacy body to represent the New Towns, promote them and strengthen their role on a regional and transnational level

**The ENTP is in charge of the coordination and the drafting of several European projects.**

ENTP working languages are mainly English, French and Spanish.

### Internship

The ENTP delegation in Brussels is offering a three-month internship starting at the latest from the 1<sup>st</sup> of October. The candidate must be Spanish speaking.

The intern will be in charge of European and national policy research and of the communication actions with the network partners and will work closely with the Director of the organization. Please read carefully the job profile on our website:

[http://www.newtowns.net/copy\\_of\\_organisation/job-vacancies](http://www.newtowns.net/copy_of_organisation/job-vacancies)

and the detailed instructions below.

### Application Instructions

Send your CV with a covering letter in English (less than one page / maximum 1 page) to the attention of

Ms. Pascaline Gaborit, ENTP director, at the following e-mail address:

- [assistant@newtowns.net](mailto:assistant@newtowns.net)

Short samples of writing / researches / press-cuts (enclosed to the application), as proof of the applicant's writing skills, are appreciated.

### Application deadline:

**Midday Brussels time on Monday the 8<sup>th</sup> of September 2008.**

We aim to conduct interviews in Brussels on the second week of September 2008.

The ENTP is not able to reply to all candidates. If you have not heard from us by the 1<sup>st</sup> of October 2008, please consider that your application will have been unsuccessful.

# Detailed job profile

## The ENTP is recruiting an intern for its delegation in Brussels

The purpose of this role in the organization is to help the ENTP delegation in research and communication tasks, including:

- To research on European and national policies in the fields of work of ENTP (Urban regeneration, environment, sustainable development, local citizenship, gender issues and work / life balance, migration, development and decentralised cooperation)
- Assist the ENTP staff in the implementation of the current projects and in drafting new project proposals
- Participate to meetings and conferences
- Provide relevant information to the network / communicate with partners and members of the network
- Contribute to the monthly newsletter

### Essential experience:

- University degree
- Excellent spoken and written Spanish (mother tongue level)
- Fluent in English / French
- Computer literate in main applications
- Good understanding of the EU institutional structure
- Strong and effective organization skills

### Desirable experience:

- Familiarity with an international and multilingual environment
- Relevant studies in one of the fields of work of the organisation
- Work with an NGO network and understanding of NGO network dynamics
- Knowledge of European projects an asset

### Aptitudes, skills and knowledge:

#### Required

- Excellent inter-personal skills
- Good communication skills
- Team player with ability also to use own initiative and work independently
- Ability to prioritize and work under pressure
- Ability to work with a small and dynamic team

#### Desirable:

- Being able to do small translations if necessary
- Knowledge of non profit sector (asbl, NGO)
- Willingness to travel occasionally