



## Administrative & Communications Assistant Internship

**Location:**

Brussels, Belgium

**Entity:**

Solar Heat Europe/ESTIF represents the interests of the solar heating and cooling industry, actively promoting the use of these technologies in Europe. Its membership covers the whole solar thermal value chain, from collector manufacturers to component suppliers, research institutes, service providers, national solar thermal and renewable energy associations.

**Internship overview:**

We are looking for a graduate, with a commitment to renewable energy and willing to gain experience in administrative and communications tasks, covering diverse areas such as regular and *ad hoc* communication activities, project management or administration.

**Main Tasks:**

- Assist in the editing of publications, printed or digital: brochures, newsletters communication materials;
- Monitor media and press coverage of a range of issues relevant for the solar thermal sector;
- Assist on managing the SHE website, related websites and social media;
- Support the internal communication work, mainly towards members;
- Support the elaboration of reports and other relevant documents;
- Assist the administration of the '[Solar Keymark Network](#)' and the '[Solar Certification Fund](#)';
- Assist on office management tasks (e.g.: phone, mailing, filing, office supplies, contact database);
- Provide support to meetings (e.g.: venue, catering, invitations, support in-loco)
- Assist in project administration tasks (e.g. filing, documentation, contacts, timesheets);
- To contribute, as required, to the overall work of the association and perform other responsibilities and duties as assigned.

**Desirable skills:**

- Good knowledge of spoken and written English and French;
- Fluency in other languages is an asset;
- Good command of Microsoft Office. Command of CMS (Wordpress & Typo3), MS One-Note and SharePoint is an asset.



### **Profile**

- Highly motivated, flexible, proactive and team player;
- Accurate, detailed-minded, and well-organised;
- Ability to prioritise work and deliver under pressure;
- Interested in renewable energies;
- Capacity to work in a multi-cultural environment.

### **Conditions**

The terms and conditions of the contract will be subject to Belgian law. The successful applicant will be **offered a “convention d’immersion professionnelle”** starting between 1 and 30 September, for a duration of six months.

### **Applications**

Applicants should send an e-mail to [recruitment@solarheateurope.eu](mailto:recruitment@solarheateurope.eu) quoting “Administrative & Communications Assistant Internship” in the subject line. The e-mail must include a short text with the applicant’s motivation (100 words maximum) to work in this field (Policy, Technology, Renewable Energy) and, in annex, a short CV. Applicants not complying with these precise instructions will not be considered.

Deadline for applications is **15 July 2018**.

Only shortlisted candidates will be contacted for an interview. For more information on Solar Heat Europe/ESTIF, please visit [SolarHeatEurope.eu](http://SolarHeatEurope.eu)

### **Equal employment opportunity**

Solar Heat Europe/ESTIF is committed to the principle of equal employment opportunity for all employees, regardless of sex, marital status, nationality, religion, age, sexual orientation and any other characteristics unrelated to the performance of the job.

### **Personal Data Management**

Please note that your Resumé, motivation letter and contact will be stored for 6 months in case we need to launch an additional recruitment phase. Once this duration has been reached, your data will be deleted from our server.

In case, you have any questions related to the management of your personal data, please don’t hesitate to contact us at [info@solarheateurope.eu](mailto:info@solarheateurope.eu).