



## EUFIC internship: Business Development Assistant

**Start:** January 2025

**Duration:** ideally 12 months (minimum 6 months)

### About us

The European Food Information Council (EUFIC) is a non-profit organisation providing science-based information on food and health.

We are passionate science and communication experts who believe in the power of knowledge and in a world where we live healthier and more sustainable lives because we all know how to. To help build it, we offer accessible, appealing and actionable science-based information to inspire and empower people to improve their diet and lifestyle.

We collaborate with a broad network of academics, national and international organisations, businesses and professionals in the food and health sector, as well as in a range of publicly-funded projects to help advance innovation to future-proof our food system.

### Internship overview

We're looking for an enthusiastic and proactive intern to support the Membership Manager with member engagement activities and the management of membership data and reporting.

This is a unique opportunities for those looking to gain hands-on experience in business development within a dynamic, international, science-driven organization.

We are looking for a long-term intern (preferably for 12 months, 6 months at least). Part-time is possible.

#### **Key responsibilities:**

The intern will engage in a variety of business development tasks, including:

- Assisting the Membership Manager with member engagement emails and communications
- Supporting the preparation of slides and materials for member engagement meetings
- Helping to organize member group meetings, taking notes and following up on action points.
- Sharing ideas to enhance member engagement and inspire collaboration.
- Managing day-to-day emails.
- Assisting with ad-hoc projects related to membership data and reporting.
- Supporting research into potential new members.

### Educational requirements, experience and skills

We are looking for candidates who are:

- currently enrolled in a Bsc/MSc programme in Business, Economics, Communications or a related field.

- Proficient in English with strong writing skills (another European language is a plus).
- available for at least 6 months. Preference will be given to candidates who commit for 12 months.
- Skilled in writing briefs.
- Proactive, organised and able to manage tasks independently.
- Good in interpersonal communication.
- Able in creating slides and excel reports (table and graphics)experienced with content management systems and web-based applications
- Team player with positive attitude and willing to learn

## Job conditions

Trainees enjoy the following:

- A full-time position (38h/week) with the possibility of part-time arrangements.
- A monthly living allowance of 450 €.
- the possibility to work remotely.
- Mentorship from an experienced Membership Manager.
- Potential opportunities to travel within Europe for meetings and conferences.

Please note: the intern must have access to a working laptop.

## Application

Email your application, including your CV and a letter of motivation, to [jobs@eufic.org](mailto:jobs@eufic.org) before the 31st October stating “Business Development Internship” in the subject.

You may be invited for a couple of interviews via Teams, followed by a written assignment. Only candidates selected for interviews will be notified.