

The ARC recruits

The ARC is seeking to recruit 2 interns at its office in Brussels. Duration minimum from April to September 2012.

1. Information and communication intern

Your tasks

- Day-to-day office management and administration
- Support the elaboration of newsletters
- Find relevant information and disseminate accordingly
- Support organisation of meetings and conferences
- Attend meetings and draft proceedings accordingly
- Handle communication with members
- Web management, publication and editing of information.

Your qualifications

- Excellent English, including drafting skills. Other languages are advantageous.
- Demonstrated interest in communication and understanding of public authorities concerns
- Ability to work in a small team, desire to be autonomous
- Desire to work in an international environment
- Master Adobe CS programmes, mainly photoshop and Indesign
- Master frequent MS applications
- Interest in aviation sector is a strong advantage
- Experience in website management is a strong advantage
- You are motivated, dynamic, open-minded and eager to learn.
- Ability to multitask

2. Policy analysis intern

Your tasks

- Carry out in depth research and analysis on a topic related to aviation economy and territorial strategies.
- Desk research, carrying out interviews accordingly, elaboration of scenarii, proposition and discussion of strategies thereof.
- Drafting a final report, and presenting it to key stakeholders.

Your qualifications

- A degree in either geography, economics, political science or territorial marketing, preferably demonstrating your capacity to carry out research (pre doctoral/ doctoral studies)
- Proven taste for territorial intelligence strategies
- Analytical skills and ability to convey simply complex messages
- Excellent drafting skills in English. Other languages are advantageous.
- You are motivated, dynamic, open-minded and eager to learn.

ARC offer

You will be given a unique experience to work in an international and dynamic environment, together with a motivated team. ARC works at the interface between EU policies, aviation industry strategies and local authorities policy elaboration. An internship with us will give you the unique opportunity to interact with these 3 sectors. You will be considered as member of the team, and you will be given full support in developing your skills and network. For more information about the ARC, visit www.airportregions.org.

Please send your CV and motivation letter to info@airportregions.org before 20/02/2012.