

1 July 2024

# International Cooperation and Humanitarian Support Internship

In order to support Caritas Europa's international cooperation and humanitarian work, the Secretariat based in Brussels is offering a full-time, 5-months internship through the **European Leadership Programme** fellowship of Jesuit European Social Centre (JESC).

## Mission

The intern's main activities will relate to the support of the international cooperation and humanitarian (ICH) unit with collecting and analysing information on the humanitarian and development impact of Caritas Europa member organisations, support in organising events and advocacy activities, and assist in drafting monthly newsletters for Caritas Europa member organisations.

The intern will be part of the international cooperation and humanitarian unit and will report to the Unit Director.

## Key tasks

The intern will:

- Collect and analyse information on the humanitarian/development impact of Caritas Europa member organisations;
- Assist with drafting international cooperation and humanitarian newsletters;
- Support in event planning and other advocacy activities;
- Support in reviewing the Multi-Annual Indicative Programme materials of DG INTPA;
- Analyse and report on ECHO funding trends of Caritas agencies and map the ECHO-funded work of Caritas;
- Monitor European Parliament hearings;
- Update the list of contacts of attachés in the Permanent Representations;
- Support the unit in any other work that is part of the work plan as needed;
- Support the CE-Secretariat in any activities as needed;
- Participate in unit and team meetings.

## Profile

- Bachelor/Master student with experience in international cooperation, humanitarian and the EU;
- Fluent in spoken and written English, preferably with good command of other European language(s). The working language is English;
- Basic knowledge of, and commitment to, the Catholic Social Teachings (CST), including its key principles and values;
- Good interpersonal and communication skills;
- Self-motivated, helpful and dedicated team player, able to take responsibility and initiative;
- Results oriented;
- Good IT and computer skills.

*Caritas Europa is committed to safeguarding people from exploitation and abuse in its work and has specific policies on this commitment which outlines the expected behaviour and the responsibility of all staff. We follow safe recruitment practices according to our safeguarding policies.*

*Any candidate offered a position within Caritas Europa will be expected to sign the Code of Conduct as an appendix to their contract and agree to conduct themselves in accordance with its provisions.*

The internship is linked to participation in the European Leadership Programme (ELP). For ELP related questions, please contact Ms. Fehéreková at [assistant@jesc-elp.eu](mailto:assistant@jesc-elp.eu). For questions related to the position at Caritas Europa, please contact Mr. Terlinden at [jterlinden@caritas.eu](mailto:jterlinden@caritas.eu) or Ms. Abriel Schieffellers at [aschieffellers@caritas.eu](mailto:aschieffellers@caritas.eu)

Apply at: [www.jesc-elp.eu](http://www.jesc-elp.eu).

Caritas Europa (CE) is the network of 49 organisations from 46 European countries. It is one of the seven regions of Caritas Internationalis, a confederation of 165 Catholic relief, development and social service organisations. Our vision is of a civilisation of love and justice where every human person can flourish and live in peace and dignity as part of one human family. Caritas Europa has a heartfelt commitment to analyse and fight poverty and social exclusion and to promote true integral human development, social justice, and sustainable social systems in Europe and throughout the world. Caritas Europa advocates for, and with, people in need to transform society into a more just and inclusive civilisation. Caritas Europa recognises the need for mutual learning and innovation in all we do.