

Policy and Advocacy Support Internship

In order to support Caritas Europa's policy and advocacy 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 will primarily support the daily tasks and activities of Caritas Europa's Policy and Advocacy Unit (PAU). Within the Caritas Europa Secretariat, the advocacy work currently focuses on social policy, migration, ecological justice, international cooperation and humanitarian aid. The first three areas are the primary focus of the PAU, while the other two are managed by the International Cooperation and Humanitarian Aid Unit.

The intern will be part of the Policy and Advocacy Unit and will report to the Unit Director.

Key tasks

The intern will:

- Provide support for advocacy activities of the unit.
- Assist with planning, organising, implementing, and following up on meetings and events.
- Draft minutes, articles, and publications as needed.
- Attend external meetings and report back
- Monitor European Parliament meetings and events on the areas covered by the unit, including the EP LIBE and EMPL committees.
- Facilitate Caritas Europa's engagement with the Council of Europe Conference of International NGOs.
- Collect and analyse information from Caritas Europa member organisations, contributing to evidence-based advocacy and policy development.
- Assist in updating and maintaining databases and knowledge management system.
- Provide support for other tasks within the unit's work plan as required.
- Contribute to activities across the CE Secretariat as needed.
- Participate in unit and team meetings.

Profile

- Bachelor's or Master's student familiar with European policy processes and institutions.
- Fluent in spoken and written English; proficiency in additional European languages will be an asset, especially French. The working language of the Caritas Europa Secretariat is English.
- Basic knowledge of and commitment to Catholic Social Teaching (CST), including its key principles and values.
- Experience in supporting event logistics or coordination.
- Experience in policy and advocacy work will be an asset.
- Proven ability to manage multiple tasks and meet deadlines in a fast-paced environment.
- Outstanding interpersonal and communication skills.
- Self-motivated, collaborative, and dedicated team player with a capacity for taking responsibility, showing initiative, and demonstrating adaptability.
- Result and solution-oriented individual with a focus on achieving collective goals.
- Good research and analytical skills.
- Proficient in IT and computer skills.

Offer and conditions

Full time internship position from 1 March to 31 July 2025

This internship is linked to participation in the European Leadership Programme (ELP) www.jesc-elp.eu. The internship conditions are defined by the programme. Additionally, Caritas Europa provides lunch vouchers and a contribution to public transport.

For ELP related questions, please contact Ms. Fehéreková at assistant@jesc-elp.eu. For questions related to the position at Caritas Europa, please contact Ms. Reina, Policy and Advocacy Director at ereina@caritas.eu.

Apply at: www.jesc-elp.eu.

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.

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.