

15 June 2026

Institutional Development Support Internship

In order to support Caritas Europa's institutional development 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).

Background

Are you a post-graduate or master student in the field of social innovation, public policy, communications, social or political sciences? And are you an advanced / native English speaker, with experience in storytelling, visual communications, writing, or public speaking, looking for opportunities to contribute to a good cause? Would you like to get firsthand insights into how the yearly Innovation Festival of Europe's largest social organisation is run? Are you as passionate about bringing an innovative mindset into the Civil Societies Organisation's (CSO) sector, as we are - here at Caritas Europa's team? Would you like to help us tell the stories of social innovation in an empowering, refreshing and inspiring way? Then you need to learn about this opportunity.

Caritas Europa Innovation Festival is looking for an intern among the accepted fellows from the ELP of JESC to strengthen the festival coordination team. The festival is a digital, community-led annual gathering showcasing innovative projects from Caritas organisations all across Europe and beyond. In its five years of existence, the festival has already showcased 200+ innovative projects, to a 1500+ member audience from the Caritas Europa and even the global network, coming from 55+ countries.

The intern will be part of the Institutional Development and Humanitarian Response Unit, work closely with the Senior Social Innovation Officer and will report to the Unit Director.

Key tasks

The intern will work on the following tasks:

- Analysis of submitted applications for the Festival and support in the selection process
- Editing, copywriting, fact-checking, sensitivity-reading for the festival catalogue
- Sourcing and editing visuals for the festival catalogue
- Layout of the catalogue and social media posts - using existing layout templates
- Support in briefing speakers and technical hosts
- Support in preparing presentations of laureate projects
- Support in preparing and sending out Festival trophies
- Copywriting for the festival newsletter and website - using existing guidelines
- Support on the day of the festival - as an emergency technical host for sessions
- Support with the documentation of the festival - photo & video documentation
- Support the unit in any other work being part of the work plan as needed
- Support the Caritas Europa team in any activities as needed
- Participate in unit and team meetings

Profile

- Bachelor or Master degree or young post-graduate student with experience in management, social policies, communication, event management and/or social innovation;
- 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 and attentive to details;
- 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. Trubenová at assistant@jesc-elp.eu. For questions related to the position at Caritas Europa, please contact Mrs. Bohé at ebohe@caritas.eu.

Apply at: www.jesc-elp.eu.

Caritas Europa (CE) is the network of 49 member organisations from 46 European countries. It is one of the seven regions of Caritas Internationalis, a confederation of 162 Catholic relief, development and social service organisations.

Our members assist and provide services to millions of people in need. Caritas Europa works with people of all faiths to end poverty and to promote the dignity of all. We believe that people and the environment, not profits, should be at the heart of all policies.