

## Public Policy Internship, European Cultural Foundation

### **The internship**

As an intern you will be learning about and contributing to our Public Policy and Advocacy work, and/or you will have the opportunity to carry out a piece of research which is relevant for your study and for ECF.

The internship will partly involve working online, but we consider face-to-face contact essential and will facilitate travel to our office in Amsterdam for all interns.

We will assign you a supervisor who will set goals with you at the start of your internship and evaluate progress with you on a regular basis. If your school or training organisation requires reports or evaluations, we will of course contribute to these.

### **Tasks**

You will be learning by working on the following:

- Contribution to the conceptualisation and implementation of distinct public policy action areas, workplan and strategy;
- Support in content development, organisation and logistics of (online/offline) campaigns, meetings and events;
- Preparation of reports, both internal and external;
- Participation in and preparing minutes at relevant public policy team meetings;
- Monitoring relevant developments in the public policy field;
- When relevant, contribution to the preparation of funding applications to 3rd parties;
- Relationship management with partners and other stakeholders.

### **You**

- Are currently following or have completed a study within the last six months which is relevant for the role;
- Have an interest in working in an international context, and/or in working with the topics ECF is involved with: philanthropy, culture, arts and society;
- Are motivated to work and learn in and from a non-profit environment;
- Are eager to learn about public policy and acquire advocacy skills, and are able to process large amounts of information;
- Are eager to learn organisational skills, have attention to detail and are comfortable in approaching people in an intercultural and political context;
- Have an affinity with culture and politics, and discourse around culture and society. Knowledge of discourse and practice relating to diversity, inclusion and/or equality is an asset;
- Are fluent in English. Skills in other languages are an asset;
- Have an interest in and understanding of the history and diversity of Europe.
- Have a passport from a country within the European Economic Area (EEA), or have the right to live and study or work in the Netherlands.