

## Internship Profiles

### Internal Organisation Internship, European Cultural Foundation

#### The internship

As an intern at our Internal Organisation you will be learning about and carrying out tasks related to the 'back office' of the organisation, in one of the following departments:

- Reception & Facilities
- Secretariat
- HR
- Finance

In addition to this it is possible to carry out a piece of research which is relevant for both your study and 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.

#### 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 able to communicate in Dutch and in English;
- Are service-minded and proactive;
- Are comfortable working with IT tools, particularly Microsoft Office;
- 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.

#### About us

Our founders created the European Cultural Foundation in 1954 as they envisioned a united Europe where citizens feel proudly European, a place where they can live, express themselves, work and dream freely, in diversity and harmony. ECF promotes a European sentiment through developing and supporting cultural initiatives that let us share, experience and imagine Europe. We believe our mission is as urgent as it was back then.

#### We offer

- An internship under the supervision of a member of our team;
- A stimulating, international, committed working environment in which initiative and personal development are strongly encouraged;
- An internship agreement for 3 days (22,50 hours) or 4days (30 hours) a week, for a

- maximum of six months;
- Compensation of EUR 450 or EUR 600 gross per month, and a monthly internet and phone allowance of in total EUR 40 net.
- Travel expenses:
  - If you live and study in the Netherlands, we will pay your travel expenses to the office if you live outside of Amsterdam.
  - If you live and study outside of the Netherlands, we will cover the costs of a visit to the office and accommodation every four to six weeks.

We are committed to being a diverse and inclusive workplace, which is why people from communities that experience discrimination based on race, ethnicity, (cultural) background, disabilities, and sexual orientation or gender identity or expression are especially encouraged to apply.

Please note that our building is currently not wheelchair accessible.

### **How to apply**

Please apply in English or Dutch by e-mail, enclosing a CV and the completed [application form](#) to [internship@culturalfoundation.eu](mailto:internship@culturalfoundation.eu). Please include your preferred start date, duration, and what you hope to learn.

We review internship applications once a month. The selection process consists of at least one interview.

In line with our privacy policy we will delete all unselected applications within two months of receiving them, unless you consent to keeping your application for further reference.