

## EUNIC Internship Opportunity 2026

**Job title:** Intern – Programme and Communications Support (Full time - 38 hours)

**Location:** EUNIC office, Rue Ravenstein 18, Brussels, Belgium

**Duration:** 9 months, starting from 1 April 2026

**Remuneration:** 1,200 EUR net per month in addition to lunch vouchers and a city transportation card

**Status:** Internship within the legal framework of 'convention d'immersion professionnelle – contrat de stage'

**Working language:** English

### About EUNIC

EUNIC – European Union National Institutes for Culture – is the European network of organisations engaging in cultural relations. Drawing on the broad experience of our members from all EU Member States and associate countries and together with our partners, we bring to life European cultural collaboration in more than 100 countries worldwide with a network of 143 EUNIC clusters. EUNIC clusters are the local branches uniting our members physically present in different locations around the world.

EUNIC advocates a prominent role of culture in international relations and is a strategic partner of the EU, actively involved in the further definition of European cultural policy. The EUNIC office is the secretariat of the EUNIC network, based in Brussels. The secretariat supports EUNIC members in the delivery of collaborative work worldwide, advocates for European cultural relations, and facilitates knowledge sharing and capacity building amongst its members and partners.

We are committed to equity, diversity, and inclusion in our recruitment and working practices. We welcome applications from people whose perspectives, lived experiences, and educational backgrounds are underrepresented in our sector.

### Job description

We are an international team of seven colleagues focusing on managing our network of cultural institutes with a global reach. We seek to find a confident colleague who is looking for a hands-on learning experience. The internship allows for a degree of independence and autonomy.

### Core tasks

- Support with the general management of the international cluster network, including with regular internal communication and enquiries, creation of and follow up on activity timelines, etc.
- Support with the management of the yearly EUNIC Cluster Fund, including the organisation of the jury meeting in November and continuous support of and close follow-up with selected projects
- Support with gathering and compiling data about the cluster network and projects for advocacy and visibility purposes
- Support with the organisation of capacity building activities for clusters, both online and in person (webinars, workshops, regional seminars, etc.)
- Support the planning and scheduling of weekly communications outputs across various channels
- Support the preparation of newsletters and mailings in Mailchimp, drafting copy and sourcing multimedia
- Assist with planning social media content, creating visuals, and editing videos using creative tools
- Help manage web content by drafting and uploading project articles and news items
- Assist with monitoring press and social media, and help maintain accurate contact records in the CRM
- Production support with live events and meetings



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## Desired skills

- B2 level or higher in written and spoken English (other languages are an asset)
- Experience with programme/project management, good knowledge of MS Office tools, especially Excel and Word
- Notion of CRM/contact management and data analysis (knowledge of AirTable is an asset)
- Creativity and design skills would be an asset, using tools such as PowerPoint, Canva, Mailchimp, basic photo and video production/editing
- Experience with content creation and social media
- Proactive, structured, independent and solution-oriented approach to your work
- Interest and ability to work in an international environment focused on international cultural relations, with the relevant inter-cultural communication skills

## Learning objectives

- Better understanding the topics and landscape of international cultural relations and the work of EUNIC and the EU in this field
- Gaining insights into the running of a globally active European cultural network
- Developing skills in planning and execution of funding programmes, events and communication plans of a membership association

## Important requirements

The intern will be based in Brussels for the duration of the internship and will work primarily from the EUNIC office in central Brussels. Some home working will be possible.

Candidates must have the legal right to work in Belgium.

## Remuneration

The post holder is remunerated with 1,200 euros per month as well as monthly lunch vouchers and a city transport allowance.

## Accountability

The intern will report to the EUNIC Director but will work under the supervision of the Communication and Cluster Network Managers.

## How to apply

Please **submit your application online [via this link](#)**.

You'll see that we prepared 3 questions for you to directly answer there. Please tell us in a clear and engaging way why you want to work with EUNIC in international cultural relations and why you are well suited for the role based on your experience and skills.

Please make sure to upload your CV as a 1 page PDF document.

## Timeline

Applications should be **submitted by 23:59 CET on Sunday 1 February**. Candidates invited to interview will be informed by 20 February. Interviews will take place from 23 – 25 February. They may take place in person at our Brussels office or online via Zoom. The proposed start date is 1 April 2026.

Due to an anticipated high number of applications, bespoke feedback can unfortunately only be provided to candidates shortlisted for an interview. For questions, please contact [jobs@eunicglobal.eu](mailto:jobs@eunicglobal.eu).

