

Events Assistant – Internship

About us

Founded in Brussels in 1983, CEPS (Centre for European Policy Studies) is a leading think tank and forum for debate on EU affairs, which has been consistently ranked among the world's top 10 best think tanks. One of CEPS' distinguishing features is its strong in-house research capacity and an extensive international network of partner institutes. CEPS' funding comes from a variety of sources, mainly research grants and service contracts, but also from membership and conference fees.

We are pleased to announce that CEPS is currently seeking an intern to join our Publications, Communications and Outreach (PCO) team to help us with the organisation of CEPS' annual flagship event, Ideas Lab.

We would ideally like the successful candidate to begin in mid-November and by 1 December at the latest.

Main tasks

- You will become a temporary member of CEPS' Publications, Communications and Outreach (PCO) team and work on CEPS' annual flagship event, Ideas Lab.
- You will book travel and accommodation for speakers.
- You will keep the list of speakers and invitees up to date.
- You will draft visa invitations for speakers who may need it.
- You will provide logistical help with the conference on the spot on 4 and 5 March 2027 (*compulsory presence during the entire event*).
- You will help with final travel reimbursement and accounting.
- You will carry out other events-related administration and support tasks as required.

Your background and profile

- You have finished tertiary education.
- You have an excellent command of English, both orally and in writing (at least B2-C1).
- You possess basic knowledge of Microsoft Excel.
- You have experience with making your own travel arrangements.
- You have great interpersonal skills and can communicate with a range of different stakeholders.
- You can work in an international team involving both junior and senior colleagues and can work independently.
- You have strong attention to detail.

- You are a team player.
- You have an inclusion-oriented mindset and absolute respect for diversity.
- You are enthusiastic about contributing to the success of CEPS as an organisation and supporting a positive workplace culture.
- Volunteering, an internship or work experience in events organisation is a plus.

What CEPS can offer

We offer a full-time internship opportunity until the end of March 2027. We would ideally like the successful candidate to be able to start mid-November and by 1 December 2026 at the latest. The selected candidate will join under the CIP scheme and receive a CIP allowance of EUR 1,200 per month. CEPS can also cover your relocation costs up to a maximum of EUR 500. The internship is based in Brussels and will take place in-person. Candidates must be legally entitled to undertake an internship in Belgium for the duration of the placement.

More information

Further questions/information regarding the position can be e-mailed to Daniel Cassidy-Deketelaere, Head of the PCO unit, at daniel.cassidy-deketelaere@ceps.eu.

Application and deadline

Applicants are requested to:

- Complete and submit [this recruitment form](#) by 16 October 2026, 23:59 CET;
- Send their CV (in English) to events@ceps.eu by 16 October 2026, 23:59 CET. We kindly request that you use the following subject line for your email: **'Events Assistant – Internship'**. For the CV, please use the Europass template (<https://europass.cedefop.europa.eu/>).

Applications received after the deadline, incomplete applications, or applications that do not follow the above instructions will not be considered.

Shortlisted candidates will be invited to an **online interview in the second half of the week starting 19 October 2026.**

CV and personal data of non-selected candidates are not shared with anyone outside CEPS and will be deleted immediately after the recruitment process. For more information, read our privacy policy available on the CEPS website.

CEPS is an equal opportunities employer. We value diversity and are committed to creating an inclusive environment for all staff. We welcome applications from candidates of all backgrounds.