

## The European Platform for Rehabilitation (EPR)

### Is looking for an **EQUASS Unit Intern**

To join the secretariat until the end of 2016  
Starting from June 2016  
For full job description and how to apply see below.

***Deadline for applications: 26<sup>th</sup> May 2016***

#### **General information about EPR**

We invite you to visit our main website - [www.epr.eu](http://www.epr.eu) – and the sister website [www.equass.be](http://www.equass.be) to find out more about EPR's aims, activities and structure.

#### **Tasks**

You will be expected to contribute to the overall functioning of EPR's activities on the following basis:

##### *EQUASS Unit (80%)*

- Support to the operational coordination of business activities, specifically certification processes
- Practical support of EQUASS events (trainings, seminars, internal meetings...)
- Ensure accurate record keeping of the contractual and financial transactions, database of clients and suppliers
- Support to communication activities (databases, website, dissemination campaigns, social media)
- Support to project development and management
- Various other tasks as assigned

##### *EPR Policy and Membership services (20%)*

- Research and support to the drafting of policy papers and recommendations
- Practical support of EPR membership events (trainings, seminars, internal meetings...)

#### **Profile**

##### ***Essential***

- Post-secondary education degree or equivalent work experience
- Fluent English
- Strong organisational skills, willingness to perform administrative tasks
- Attention to detail
- Advanced MS Office skills (Word, PowerPoint, Excel), internet, email

- Proactive, efficient and motivated person who is also flexible and a team-player
- Committed to non-discrimination and equal opportunities for people with disabilities

### ***Desirable***

- Basic knowledge of European Social Policy, the social services sector and the relevant human rights instruments to ensure equality and participation for persons with disabilities.
- Experience in event organisation
- Experience in EU-funded project coordination
- Knowledge of other EU languages
- Ability to work effectively in an international and dynamic environment
- Knowledge and use of desktop publishing software (Adobe Illustrator), content management systems (Joomla) and social media tools would be an advantage

### **What we can offer at the EPR secretariat**

- Individual workplace in a secretariat located in the centre of Brussels
- Exposure to varied and interesting work in an active European network, learning about organisational development and quality in social services in Europe.
- Possibility of travel within Europe on assignments
- Friendly staff members who are ready to give you an insight into the work they are doing and who are willing to help you gain experience

### **General information concerning the internship**

- *Duration*

The period of the internship would be until the end of 2016. This internship could lead to a longer-term position in the secretariat.

- *Remuneration*

Salary depending on experience

- *Working hours*

The intern is a full-fledged member of the EPR team. This means that he/she will work a 38 hour week in the office.

- *Language skills*

You must be fluent in English as this is EPR's official working language.

### **How to apply**

Interested persons should apply **by 4pm CET on May 26<sup>th</sup> 2016** by sending:

- A completed Application form (replaces the cover letter) which you can download [here](#)
- CV in **Europass** format<sup>1</sup>

***Send your applications by email to [equass@equass.be](mailto:equass@equass.be)***

Only short-listed candidates will be contacted for interview in person or by Skype. Interviews will take place on 30<sup>th</sup> and 31<sup>st</sup> of May 2016. The Unit may also interview candidates prior to these dates.

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<sup>1</sup> For reference see <http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/navigate.action>