



EU Projects Communications Assistant

Convention d'Immersion Professionnelle (CIP) internship

Position closing date: 20.08.2025

Location: Brussels

Hours: Full time

Starting date: 20.09.2025

About CLERENS

CLERENS is a leading public affairs and communications consultancy based in Brussels, specialised in advocacy, political and regulatory risk assessment, public funding, and strategic communications. CLERENS consultants have an in-depth expertise in energy, environment, climate, and mobility.

Position Summary

The Project Communications Assistant will support the work of the Project Communications team, assisting in the creation and development of different printed and online communication materials and the organisation of events.

Main Duties:

- Conducting research and drafting documents, presentations, and other communications materials;
- Preparing, managing, and updating the websites, social media, databases, and mailing lists;
- Logistical support in the framework of small events and meetings organisation (drafting programme, supporting hybrid meetings, etc.);
- Active contribution to the day-to-day operations.

Requirements and Competencies:

- Excellent written and oral communication skills in English (French is a plus);
- Proficiency with MS Office, Canva and Social Media;
- Ability to use website building tools (WordPress, Wix,);
- Ability to independently develop and implement a social media calendar;
- University or advanced degree;
- A previous working experience in an international environment;
- Ability to manage stress, multiple deadlines and effectively prioritise workload;
- Proactive, positive attitude and team player;
- Basic knowledge of EU funded projects;
- Interest in the topic of energy.

CLERENS

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We offer an internship in a stimulating and dynamic international environment. A limited reimbursement will be granted. Candidates must be eligible for a [Convention D'immersion Professionnelle](#) (CIP).

Please send a **motivation letter** and **CV** (max. 1 page each – due to the expected high number of applications longer applications will not be taken into account) by email in **English** with the title **Communications Assistant** at jobs@clerens.eu.

Be aware that applications are reviewed continuously upon arrival; therefore application as soon as possible is advisable. Due to the large number of applications, only shortlisted candidates will be contacted for an online interview.