



Association Management Assistant – EARPA

Closing date for applications: 15 June 2026

Location: Brussels

Hours: Full time

Starting date: July 2026

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 in-depth expertise in energy, environment, climate, and mobility.

Position Summary

The Association Management Assistant will support CLERENS and work of the association management team for EARPA – [European Automotive Research Partners Association](#). EARPA is a member-led association which brings together the most prominent independent European R&D providers in the automotive sector.

This internship offers a great opportunity to gain valuable work experience in European Union (EU) affairs, specifically in the fields of association management, automotive and research, and will have the chance to work in a dynamic and international team.

Main Duties

- Assisting with EARPA Board Meetings, General Assembly, webinars and other events;
- Preparing for and participating in conferences, workshops, and networking events, gathering key EU policymakers and stakeholders;
- Assisting with communication activities, such as social media posts and website articles;
- Supporting the EARPA team in its day-to-day operations, engaging with member enquiries;
- Performing various administrative tasks.

Requirements and Competencies

- Strong interest in the EU research and automotive sectors;
- University or advanced degree, preferably in the field of Social Sciences (Political Science, International Relations, Public Affairs, EU Studies, Law);
- Fluency in English (English is the working language of the office; other languages are a plus);
- Knowledge of EU institutions and their workings;
- Analytical and research skills;
- Ability to take initiative and independently plan to meet deadlines.

CLERENS

Avenue Adolphe Lacombé 59 – 1030 Brussels, Belgium – Tel. +32 2 743 2981 – www.clerens.eu



We Offer

- We offer a traineeship with a monthly net allowance of €1,095 governed under the CIP framework for a period of 6 months. Candidates must be eligible for a Convention D'immersion Professionnelle (CIP).
- Possibility to work from home in Belgium 2 days a week;
- A stimulating and dynamic international environment;
- Opportunities to develop skills and understanding of the fast-moving mobility sector.

To apply, please send a motivation letter and CV by e-mail in English to Eftychia Michailidou, HR Manager at jobs@clerens.eu, noting “**Application – EARPA Association Management Assistant**” in the subject line. Due to the expected high number of applications, only short-listed candidates will be contacted for interviews.

Be aware that applications are reviewed continuously upon arrival; therefore, application as soon as possible is advisable.