



Communications and Events Assistant

Convention d'Immersion Professionnelle (CIP) internship

Position closing date: 01 September 2026

Location: Brussels

Hours: Full time

Starting date: Beginning of September 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 an in-depth expertise in energy, environment, climate, and mobility.

Position Summary

The Communications and Events Assistant will support the work of the Communications and Events 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 events and meetings organisation (drafting programme, contacting speakers, participants, 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;
- Interest in energy.

We Offer

- **We offer a traineeship with a monthly net allowance of €1,116.90 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;

CLERENS

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



- A stimulating and dynamic international environment;
- Opportunities to develop skills and understanding of the fast-moving

To apply, please send a **motivation letter** and **CV** (max. 1 page each) by e-mail in **English** to **Eftychia Michailidou, HR Manager** at jobs@clerens.eu, noting “**Application - Communications and Events 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.