

COMMUNICATIONS AND POLICY INTERNSHIP

UNITEE - the New European Business Confederation is looking for a **Communications and Policy Intern** from September 2026 for 3-5 months. Candidates must be eligible for funding through the Erasmus+ Traineeship programme, a university internship scheme, or another external funding mechanism.

Duration: 3-5 months, full-time (38h/week) with 2 days leave per month

Location: Brussels, Belgium

Desired starting month: September 2026

THE ROLE

You will be part of a dynamic NGO based in the heart of Brussels, representing entrepreneurs and professionals with a migrant background across Europe. This internship offers a unique opportunity to gain hands-on experience in communications, digital outreach, stakeholder engagement, and EU project activities.

You will contribute to the implementation of UNITEE's communication activities, help shape and promote our messages, strengthen our online presence, and support the organisation of events and projects.

TASKS

Communications and Digital Outreach (70%)

- Assisting with website maintenance, including creating, updating, and proofreading content;
- Supporting the development, editing, and publication of our weekly newsletter;
- Creating content for UNITEE's social media channels, including posts, visuals, short videos, and interviews;
- Assisting with the design and production of communication materials, such as flyers, banners, brochures, presentations, and other promotional content;
- Supporting the preparation and dissemination of event invitations, newsletters, and other external communications;
- Conducting and editing interviews with entrepreneurs, partners, and stakeholders for publication on our communication channels.

Policy, Research and Project Support (30%)

- Mapping entrepreneurship support programmes, stakeholders, funding opportunities, and business support initiatives across Europe;
- Attending events, conferences, workshops, and policy discussions organised by EU institutions, networks, and partner organisations, and preparing short summaries and key takeaways;
- Monitoring developments in European policy and funding opportunities relevant to UNITEE's members and activities;
- Supporting research on EU policies, programmes, and initiatives related to entrepreneurship, diversity and inclusion, migrant entrepreneurship, skills, and innovation;
- Assisting with the organisation of events, workshops, webinars, and stakeholder meetings;
- Supporting project management and reporting activities related to European-funded projects.



REQUIRED COMPETENCIES/ SKILLS

Education and Interests

- Currently enrolled in a degree programme in Communications, Journalism, Marketing, Political Science, European Studies, Business, Design, or a related field;
- Strong interest in European affairs, diversity and inclusion, entrepreneurship, and digital communication;
- Previous experience in communications, journalism, design, marketing, social media management, or content creation is considered an asset.

Interpersonal Skills

- Ability to work both independently and as part of a multicultural and international team;
- Creative, proactive, and eager to take initiative and responsibilities;
- Strong organisational skills and attention to detail;
- Positive attitude and willingness to learn.

Communication and Language Skills

- Excellent written and spoken English;
- Knowledge of French and/or other European languages is an asset;
- Strong writing, editing, and proofreading skills;

Digital skills

- Good command of Microsoft Office applications (Word, Excel, PowerPoint);
- Familiarity with content management systems, newsletter tools, and social media platforms is an asset;
- Experience with Canva, Adobe Creative Suite, or similar creative tools is an asset;

WHAT WE OFFER

- Hands-on experience in NGO communications, advocacy, and stakeholder engagement;
- Exposure to European projects and policy-related initiatives;
- Opportunities to develop skills in digital communication, content creation, event management, and project support;
- A multicultural and inclusive working environment in the centre of Brussels;
- Mentoring and professional development opportunities within a European network of entrepreneurs and professionals.
- Reimbursement of local public transport costs (STIB/MIVB transport pass);

UNITEE is committed to diversity, equity, and inclusion. We welcome applications from candidates of all genders, backgrounds, nationalities, and identities.

To apply, please send your CV and motivation letter to info@unitee.eu, with “**UNITEE Policy and Communication Internship**” as the subject of the email.

About UNITEE ORGANISATION

UNITEE is the only European organisation representing entrepreneurs and professionals with a migrant background, whom we refer to as "New Europeans": people living in Europe whose personal, cultural, or professional ties extend beyond the country in which they reside. Bringing together national federations and business networks, UNITEE acts as an umbrella organisation representing entrepreneurs and professionals across Europe and across the major sectors of the European economy.

UNITEE's mission is to raise awareness of the value of diverse societies and the contributions of New Europeans to Europe's economy and communities. We promote inclusive growth, equal opportunities, and a business environment in which entrepreneurship can thrive regardless of background.

More information: www.unitee.eu