



COMECE INTERNSHIP PROGRAMME (Fall 2024)

The Commission of the Bishops' Conferences of the European Union (COMECE) represents the Catholic Church in the EU Member States vis-à-vis the European institutions. Founded in 1980 with the mission of closely following the integration process of Europe, it monitors legislative and policy measures being taken at EU level. COMECE maintains an open dialogue between the Church in Europe represented by the Bishops' Conferences, and the EU institutions, mainly the Council, the Parliament and the Commission. Our Secretariat headquarters are in Brussels and our staff is composed of around 15 persons who carry out the day-to-day work and are accountable to the plenary assembly formed by Bishops delegated by the Bishops' Conferences of the European Union.

COMECE offers internships to individuals with a keen interest in the mission of the Catholic Church in Europe and who want to improve their understanding of the EU policy and decision-making processes and their advocacy skills.

Our interns work in close contact with one or more of COMECE's policy advisors who will function as his/her tutor, under the supervision of the General Secretary. The intern will work on one or more of the dossiers being followed by their supervisor, namely: *Social Affairs, Legal Affairs, Migration and Asylum, Ecology, Agriculture and Energy, Fundamental rights, External Relations, Religious freedom, Education and Culture, Ethics, Media and Communication*. The intern will also support the work on youth policies and initiatives.

The placement is planned for a negotiable duration of a minimum of 3 months and a maximum of 5 months. It will indicatively start in September 2024 and end in February 2025.

What are the requirements to apply?

- University studies in Political Sciences, International Relations, Public Affairs, Law, Economics or Media and Communication.
- Excellent written and spoken English which is the working language of the secretariat. Any other EU language is an asset.
- Passionate about the Mission of the Church and the policy, legal or communication area in which she/he will be working for.
- Experience, or willingness to learn, about the European integration process and the functioning of EU institutions.
- Strong computer skills, especially in the use of Microsoft 365 tools.
- Well-organised, practical-minded and able to prioritise a busy and varied workload.

- Able to work in a team.
- The candidate must be a citizen of a member state of the EU and/or have a legal working permit in Belgium.

What are the benefits of an internship at COMECE?

Thanks to the internship at COMECE, the selected intern will have the chance to:

- Understand and live the mission of the Catholic Church in the EU as well as the policy-making processes and dynamics between the EU institutions (Parliament, Council, Commission) and the Church.
- Gain a thorough insight into the legal and policy areas at the EU level in which she/he will work.
- Benefit from internal and external training opportunities, whenever possible.
- Possibility to experience high-profile events first-hand.
- Create a network of contacts of Church dignitaries, high-level EU officials, policymakers and people working in Brussels-based organizations, Catholic NGOs, etc.
- Work in a multinational and dynamic team.
- Develop analytical and drafting skills.

What do we offer?

- **We strongly encourage candidates to apply to the Erasmus+ Key Action 103 programme.** Alternatively, a stipend can be granted under a “Professional Immersion Contract” (CIP for its acronym in French).
- Monthly public transportation pass.
- Possibility to reimburse a traveller’s medical insurance for coverage in Belgium emitted in the candidate’s home country for the duration of the internship.
- The intern will have his/her office at our premises and be an active member of the staff, participating in meetings and events.

How do I apply?

Send an e-mail to the Secretary General, Fr. Manuel Barrios, sg@comece.eu, with your CV and a one-page motivation letter by 16 February 2024. A reference letter by a member of the Catholic Church may be requested during the selection process.

Only short-listed candidates will be contacted for an interview.

Where will I work?

COMECE premises are in Brussels, Belgium near the European Parliament. Travel to another European city may be requested.