

We're Hiring!

Leadeur is looking for an EU
Engagement Assistant to join our team
focused on accompanying international
non-governmental organisations in
Brussels.

*Apply by July 18th by sending your CV and
motivation letter to recruitment@leadeur.eu*



www.leadeur.eu



Job title: EU Engagement Assistant (Internship)
Position status: Full time
Starting date: September 2025
Duration: 6 months, with possibility of extension
Salary: EUR 1100 /month, plus lunch vouchers, transport and telework allowances
Duty station: Brussels, Belgium

Reporting to: Consultant

Application deadline: 18 July 2025 at 23:59 (Brussels time)

About LEADEUR

Founded in 2011, LEADEUR is a consultancy specialized in European Union (EU) affairs, offering high-level services to a variety of clients that wish to engage more strategically with the EU. LEADEUR accompanies its clients to increase their positioning and visibility vis-à-vis the EU institutions and Member States. Clients are International Non-Governmental Organizations (NGOs) active in EU external action issues such as peacebuilding, conflict prevention, media development, development cooperation, humanitarian assistance, human rights, rule of law, youth and women's rights and empowerment.

We believe that effective collaboration with the EU requires a combination of long-term investment, a readiness to contribute relevant expertise to EU policies and programmes, and the strategic mobilization of the organization's full capabilities. Establishing a structured and constructive dialogue with all relevant EU stakeholders lays the foundation for meaningful engagement that benefits all parties while enhancing the client's position. Building bridges between projects and institutional structures fosters efficient partnerships, maximizes impact and visibility, and strengthens prospects for sustainable funding.

What we are looking for

- **Skills:** Ability to write clear and analytical materials to different types of audiences
- **Skills:** Ability to understand how organizations work and how to reach out to individuals with the appropriate language, format and timing
- **Skills:** Ability to adapt to different contexts and cultures
- **Skills:** Ability to prioritize and find relevant information out of numerous formal and informal publications or interactions
- **Skills:** Ability to organize, manage, report and track data such as contact information, history, and engagement results in a dedicated digital platform.
- **Experience:** Experience working in a versatile position
- **Personal quality:** Comfort working in a support mode, where rewards are attributed to the team and the organization instead of individuals
- **Personal quality:** Willingness to improve the world, the organizations and how people interact with each other
- **Knowledge:** Familiarity and interest in the European Union and its external policies



Scope of the Position

Based in Brussels, the Intern will have a variety of support duties and will contribute to the day-to-day activities of a small and enthusiastic team. The Intern will become familiar with the programmes and policy engagement of our clients and develop a greater understanding of the running of a consultancy specialized in EU affairs, as well as of the work of international NGOs. The Intern will develop its understanding of EU policies, structures and procedures (including those related to funding, project development and implementation) and have the opportunity to contribute to advocacy strategies towards the EU and Member States.

Under the general guidance of the Executive Director, and under the direct supervision of a consultant, the Intern will support the daily work of the team, including, but not limited to:

- Background research, mapping, analysis and preparation of substantive briefs and presentations;
- Monitor and analyse EU funding calls and programming documents
- Monitor and report on EU and EU Member States policy developments on clients' issues of interest;
- Attend on-line events and prepare summary briefings for clients;
- Draft communications to clients to keep them abreast of European Union news and activities;
- Support the organization of missions, meetings and events for clients, including logistics and preparation of background material;
- Contribute to the preparation of training seminar for client teams, including background research, preparation of activities and exercises, and other support functions;
- Provide support to clients' advocacy, communication and fundraising strategies and activities;
- Update and maintain LEADEUR's tailor-made contact and engagement data base and coordinate with colleagues to track engagement actions, results and follow-ups;

Requirements

- Master's degree in a relevant field, such as but not limited to political science, international affairs, EU affairs, peace and conflict studies, social sciences;
- Knowledge of EU external action, particularly in fields such as peacebuilding, conflict prevention, media development, development cooperation, humanitarian assistance, human rights, rule of law, youth and women's rights and empowerment;
- Excellent research, analytical and organizational skills;
- Attention to detail, autonomy and proactivity;
- Fluency in **English** and excellent writing skills are essential;
- Good working knowledge of **French** and/or an additional language would be a plus;
- Previous (paid or unpaid) work experience in a team and/or a related field would be a plus;
- Team spirit, ability to manage many tasks at once, work hard against short deadlines and remain calm and focused under pressure;
- Valid EU working permit for non-EU citizens.

This is a full-time internship with duration of **6 months**. The Intern will receive a monthly allowance which conforms to Belgian legislation ("*contrat d'immersion professionnelle*"- CIP), as well as lunch vouchers, a transport allowance, and a telework allowance.



How to apply

Qualified candidates must submit a CV and letter of motivation **by 18 July 2025 end of day (23h59)** to recruitment@leadeur.eu. "2025 EU Engagement Internship" must be included in the subject line of the application for your email to be considered. Recommendation letters and/or references are welcome. Applications will be reviewed on a rolling basis.

Interviews for this position will take place in the second half of July, and will be preceded by a written exercise. Candidates should be ready to **start the internship beginning of September**.

LEADEUR's general way of working includes flexible homeworking (approximately 4 days a week in the office).

LEADEUR is an equal opportunity employer and encourages everyone with the right skills and interest to apply for positions, irrelevant of their background or origin. LEADEUR strongly values gender equality and particularly encourages female applications.

LEADEUR is mindful of your privacy and will apply GDPR standards in handling your personal data. Your personal data will be used for recruitment purposes only and be stored for a period of up to 6 months.

For more information about LEADEUR, its values and working principles, please visit our website at www.leadeur.eu.