



Internship at COGEN Europe, Brussels, for a period of 4

Events Assistant

Cogen Europe is the European Trade Association for the Promotion of cogeneration. Its principal goal is to work towards the wider use of cogeneration in Europe for a sustainable energy future.

Cogeneration is the most efficient way to deliver heating, cooling and electricity. It is based on the simultaneous production of electricity and thermal energy, both of which are used. The central and most fundamental principle of cogeneration is that, in order to maximise the many benefits that arise from it, systems should be based according to the heat demand of the application.

COGEN Europe is promoting the widespread development of cogeneration in Europe and world-wide. To achieve this goal, COGEN Europe is working at the EU level and with Member States to develop sustainable energy policies and remove unnecessary barriers to its implementation.

Job description

Prepare and update documents
Manage mailing lists
Manage conference registrations
Carry administrative actions (prepare mailing, prepare practical info packs, arrange speakers' travel and accommodation, etc.)
Prepare flash-news mailouts and other relevant communication material
Maintain correspondence with conference participants / help desk
Support the conference logistic organization
Updating contacts database

Requirements

- Good communication skills both written and oral
- Good spoken and written English and French (any other language is an asset)
- Dynamism and flexibility
- Experience with the practical aspects of events organization
- Initiative and self motivation

Specification

The selected candidate will be offered an internship of 4 months. Start immediately
The internship we offer is not paid.

Please submit your application (CV and cover letter) in English to info@cogeneurope.eu

For further information about this position please contact:
Tanya Carre, Office Manager. Email: info@cogeneurope.eu - Phone: 00 32 (0)2 772 82 90

THE EUROPEAN ASSOCIATION FOR THE PROMOTION OF COGENERATION
Gulledelle 98 · B-1200 Brussels · Belgium
Tel.: +32 2 772 82 90 · Fax: +32 2 772 50 44 ·
e-mail: info@cogeneurope.eu · website: www.cogeneurope.eu