



European Private Equity and Venture Capital Association Communications Trainee - Brussels

Full time - 6 months

Paid Traineeship

About the European Private Equity and Venture Capital Association (EVCA)

The EVCA is the voice of European private equity.

Our membership covers the full range of private equity activity, from early-stage venture capital to the largest private equity firms, investors such as pension funds, insurance companies, fund-of-funds and family offices and associate members from related professions. We represent 700 member firms and 500 affiliate members.

The EVCA shapes the future direction of the industry, while promoting it to stakeholders such as entrepreneurs, business owners and employee representatives.

We explain private equity to the public and help shape public policy, so that our members can conduct their business effectively.

The EVCA is responsible for the industry's professional standards, demanding accountability, good governance and transparency from our members and spreading best practice through our training courses.

The EVCA has 25 dedicated staff working in Brussels to make sure that our industry is heard.

The Role – Communications Intern

An adaptable and highly motivated graduate is required to join the communications team of Europe's most influential private equity and venture capital trade association.

We require a multi-talented communications intern with an ambition to deliver a real impact in a highly charged political atmosphere. The ideal candidate will have knowledge of the private equity industry as well as an appreciation of politics and public policy.

This important role in a small team demands the ability to support delivery of a wide range of public relations and marketing activities across multiple communications platforms.

Excellent organisational and project management skills are required. The successful candidate will need to communicate effectively in both spoken and written form, using fluent English.

The trainee will report to the Head of Communications.

More information can be found at www.evca.eu

The Communications Intern will:

- Draft and update content for the EVCA website
- Help co-ordinate external communications suppliers across Europe
- Provide support in organising media relations activity
- Maintain systems and databases
- Manage and maintain subscriptions
- Provide administrative assistance to Communications team upon request

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CREATING LASTING VALUE

The successful candidate will have:

- University graduate
- Keen interest in Communications
- Knowledge of private equity and financial services industry preferable
- Excellent and proven written communication skills
- Excellent organisational and interpersonal skills

The contract will be governed by the Belgian law on 'professional immersion' and will provide the successful candidate with a net income of about 850 € per month.

Interested candidates are asked to apply by submitting a detailed CV and a short cover letter to press@evca.eu by 31 July 2014.