



Join the Party of European Socialists (PES)

Job title: EU Horizontal Policy Trainee

Location: Brussels (On-site + Hybrid)

Start Date: 3 February 2025

Contract Duration: Paid Internship 6 months (Full-time 38h/week under Belgian social legislation)

As we are getting ready for 2025, the PES is seeking a highly motivated and proactive **EU Horizontal Policy Trainee** to support our EU Policy Team in Brussels. This is an exciting opportunity to work on cross-horizontal policy issues, contribute to policy-focused events, and gain hands-on experience in a political environment.

About the PES

The Party of European Socialists (PES) brings together the Socialist, Social Democratic and Labour Parties of the EU. The PES is our common platform, where our members come together: activists, party executives, Secretary Generals, Leaders, youth organisations, MPs, MEPs, European Commissioners, Ministers and Prime-Ministers of socialist, social-democratic, labour and democratic parties and organisations within Europe. We also exchange best practices and engage in political campaigning. Our main aim is to support our member parties and organisations. The PES acts as an important network organization for our member parties by providing policy advice, assistance and organization of EU-related events.

Your Mission

As a trainee, you will support the PES EU Policy Unit under the guidance of the head of unit and policy advisers, contributing to a variety of tasks:

Policy Coordination & Research:

- Conduct research on key political and policy issues.
- Draft political documents such as declarations, speaking notes, and background materials for PES leadership.
- Monitor policy developments and advise on potential PES actions.
- Follow and report on congresses, conferences, meetings, and seminars.
- Assist in providing materials to the PES communication team.
- Depending on the needs the trainee can be asked to follow more in-depth specific policy areas.



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Party of European Socialists
10-12 Rue Guimard
B-1040 Brussels
Belgium

General Tasks:

- Support advisers in compiling contact lists, liaising with potential speakers and guests, and preparing background materials.
- Assist with logistical preparation, coordination and on-site support during events.
- Contribute to a variety of administrative and policy-related tasks as needed.

What We Are Looking For:

- A strong political awareness and commitment to the PES values.
- An understanding of European decision-making, EU institutions, and European politics.
- A very good understanding of political dynamics and of political parties. Experience in a political structure would be an asset.
- Excellent organizational and multitasking abilities.
- University degree or relevant work experience.
- Strong research, writing, and communication skills.
- Fluency in English and at least one other EU language.
- A collaborative team player who loves working in diverse multi-cultural and cross-functional teams.
- Proficient in Microsoft Office and other office IT tools.

What we Offer

- **Be a Changemaker:** You'll be at the heart of shaping transformative policies for Europe's future.
- **Work-Life Balance:** We value flexibility and offer a full-time (38h/week) contract based in Brussels with excellent public transport links.
- **Dynamic Environment:** Our office is a melting pot of ideas and cultures, located in the vibrant European Quarter.
- **Professional Growth:** Gain hands-on experience in EU policymaking, attend exciting high-level events, and network with European leaders.
- **A salary package:** including meal-vouchers, hospitalization insurance, pension fund and full public transport reimbursement.

Ready to Make a Difference?

If you are passionate about European politics and eager to gain hands-on experience in a fast-paced political environment, we would love to hear from you! Send your application, including a CV and cover letter, to recruitment_eu_policy@pes.eu by **Friday 10th January 2025**, and be sure to mention "EU Horizontal Policy Trainee 2025" in the subject line.

We Believe in Equality

The PES is committed to diversity and providing equal opportunities for everyone. We encourage applications from all qualified candidates, regardless of gender, background, or identity.