




Application deadline: 26 January 2022

Office & Events Internship

ABOUT EIT URBAN MOBILITY

EIT Urban Mobility, supported by the European Institute of Innovation and Technology (EIT), acts to accelerate positive change on mobility to make urban spaces more liveable.

EIT Urban Mobility is an initiative of the European Institute of Innovation and Technology (EIT). Since January 2019 we have been working to encourage positive changes in the way people move around cities in order to make them more liveable places. We aim to become the largest European initiative transforming urban mobility. Co-funding of up to € 400 million (2020-2026) from the EIT, a body of the European Union, will help make this happen.

	<i>We create systemic solutions that will move more people around the city more efficiently and free up public space.</i>
	<i>We bring all key players in urban mobility together to avoid fragmentation and achieve more.</i>
	<i>We engage cities and citizens from the word go, giving them the opportunity to become true agents of change.</i>

MAIN DUTIES

The **Office & Events Intern** will work under the guidance of the Innovation Hub East Director, based in Prague. The Office & Events Intern will:

- Support the implementation of communication strategy
- Support IH East core team on event organisation
- Engage with relevant players and stakeholders' associations. Foster synergies.
- Provide assistance in planning and coordinating corporate campaigns and events
- Support the media engagement
- Give assistance in the content creation & campaign development
- Create PowerPoint presentations
- Give assistance on various administration tasks.

KEY SKILLS and EXPERIENCE

- Previous experience (internship) is a plus
- Knowledge in Urban Mobility area is a plus.
- Fluency in English
- Motivation to work in fast-moving and innovative.
- Well-organized and structured.
- Planning and organizing multiple tasks simultaneously
- Pro-active, creative, and hands-on.
- Sense of urgency.
- Well-developed communication skills.
- Attention to details.

ELIGIBILITY

General Conditions:

By the closing date of this call candidates must:

- be a national of an EU Member State or have a working permit valid to work in Czech Republic;
- enjoy their full rights as citizens;
- meet the character requirements for the duties involved.

Education:

- Studies in events, communications, public relations or a related field.

JOB AND CONTRACT TYPE

- Internship contract (6 months).

LOCATION

- The work location will be Prague.

APPLICATION PROCESS

EIT Urban Mobility is an equal opportunity employer and values diversity. To build a strong digital Europe that works for everyone it is vital that we have diverse range of skills, knowledge, and experience in the sector. Therefore, we welcome applications from anyone who meets the above criteria and encourage applications from women, ethnic minorities, and other underrepresented groups.

- To apply for this internship, please send a full application form consisting of a letter of motivation highlighting how your skills or experience matches the internship requirements and a current curriculum vitae to internship@eiturbanmobility.eu
- Save the files as "Office & Events Internship (IH East) - First Name Last Name" *in PDF format*.
- Subject of the email: Office & Events Internship (IH East)

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Data Protection Disclaimer

Your personal data will be processed with utmost care by the EIT KIC URBAN MOBILITY, S.L. or its subsidiaries.

The said processing will allow us to manage the recruitment of the offered positions, and more specifically:

- to enable you to submit your CV to apply for specific jobs;
- to match your details with the job vacancies and to eventually contact you;
- to retain your details and notify you about future job opportunities similar to the specific role for which you have contacted us;
- to answer your enquiries.

You can exercise your data protection rights, writing to recruitment@eiturbanmobility.eu.

You may find further information in the full GDPR Compliance privacy note for applicants available [here](#).