




Application deadline: 18 December 2022

City Engagement & Grant Writing Internship (IH East)

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

In order to support the vision of creating more liveable urban spaces, Innovation Hub East of EIT Urban Mobility is looking for an **intern for City Engagement & Grant Writing activities.**

The **intern** will be based in our office in Prague, s/he will work under the guidance of the Innovation Hub East Director, on:

City Engagement

- Assisting with the development and design of city engagement activities
- Assisting with organising interactions such as workshops, calls and webinars to collaborate
- Some familiarity with the public sector, social innovation, community participation and mobilisation, and wider citizen engagement actions in sustainable city development is welcome
- Assisting on various ad Hoc administration and research tasks

Grant Writing

- Assisting with EU funding projects design
- Partner search for EU funding proposals, drafting of texts of proposals for EU funding
- Communication with external organizations, EIT Urban Mobility partners and project partners
- Drafting informational texts related to activities and projects of EIT Urban Mobility and its partners
- Monitoring open calls for proposals for EU funding on EU and regional level

KEY SKILLS AND EXPERIENCE

- Excellent written and spoken communication skills
- Keen interest and some understanding of the urban mobility sector
- Interest in finding new ways on how to make people passionate about the future of their cities
- Organized and structured, pro-active and hands-on.
- A positive and 'can-do' mindset.

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;

Education:

- Bachelors' degree in business, international relations or a related field.
- Advanced level in English (minimum C1 level): oral and written communication skills. Czech or other European languages is a plus.

JOB AND CONTRACT TYPE

- Internship contract (6 months)
- 20 hours per week
- 725 gross monthly salary

LOCATION

- The work location will be in Prague (Czech Republic).

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. Please send the letter of motivation and the curriculum vitae in a unique PDF document.

- Save the files as “City Engagement & Grant Writing (IH East) Internship - First Name Last Name” *in PDF format*.
- Subject of the email: City Engagement & Grant Writing 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](#).