



Insurance Europe is the European insurance and reinsurance federation. Through its 37 member bodies – the national insurance associations – it represents all types and sizes of insurance and reinsurance undertakings. Insurance Europe, which is based in Brussels, represents undertakings that account for around 95% of total European premium income. Insurance makes a major contribution to Europe’s economic growth and development. European insurers pay out over €1 000bn annually – or €2.8bn a day – in claims, directly employ more than 920 000 people and invest over €10.6trn in the economy.

Insurance Europe is an equal opportunity employer. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills and experiences within our workforce. Applications from disabled candidates are encouraged.

For our public affairs & communications department, we are looking for a

Communications & PR intern

Function

Are you passionate about communications, EU affairs and the financial sector? Do you love to translate complex issues in engaging visuals? Do you want to gain experience to build on your communication career?

As an intern in our communications & PR team, you will be involved in the design of internal and external communication tools, both in print and online, for all Insurance Europe’s channels. You will assist the team in:

- The design and layout of publications, position papers and factsheets according to the Insurance Europe corporate style
- Conceptualising and designing engaging visuals and infographics for presentations, social media and the Insurance Europe website.

You will also support the team in:

- The preparation and hosting of workshops and conferences, including:
 - the preparation of marketing and conference material
 - liaising with suppliers and service providers
 - sending invitations and registering participants
- The monitoring of European and international insurance news for the daily press review
- The monitoring of campaign performance across various media
- Other day-to-day duties as assigned under supervision of the head of department.

Profile

- Native or near-native level English. Other languages, particularly French, an asset
- Pursuing or recently completed a degree in Graphic Design, Visual Communications, or a related field
- Passion for traditional and digital communications
- Good knowledge of design tools (e.g. Adobe InDesign, Photoshop, Illustrator, etc.)
- Good knowledge of MS Office (e.g. Word, Power Point, Excel and Outlook)
- Familiarity with video editing tools an advantage
- Experience of website management / content management systems an advantage
- Experience of event organisation welcome
- Demonstrable drafting and writing skills an advantage
- Ability to simultaneously manage several projects with different timelines
- Highly developed team spirit
- Eager to learn and readiness to support a small, experienced team in all the work of a busy communications team.



Offer

This internship provides a great opportunity to gain valuable work experience in an international organisation. Paid internship for six months.

Contact

Please address application letters and curriculum vitae to Insurance Europe, Rue Du Champs De Mars 23, 1050 Brussels for the attention of Koen Ameye (e-mail: hr@insuranceeurope.eu).