**Internship – Office Coordination**

SolarPower Europe is the award-winning link between policymakers and the solar PV value chain. Our mission is to ensure solar becomes Europe’s leading energy source by 2030. As the member-led association for the European solar PV sector, SolarPower Europe represents over 260 organisations across the entire solar sector.

With solar sitting on the horizon of unprecedented expansion, we work together with our members to create the right regulatory and business environment to take solar to the next level. Our specialised workstreams, convened by our dedicated policy experts, bring solar organisations together to better understand and influence the current priority issues and legislation impacting solar development.

With an office in the heart of Brussels’ EU quarter, our strong relationships and partnerships with key stakeholders ensure solar’s leading role in the European energy transition and beyond.

We offer a dynamic working environment within a close-knit, diverse and multicultural team in Brussels.

While building your skills and experience in office administration, you will coordinate internal events, book travels and organize other office activities of the Association. With the guidance of our Finance and Administration team, you will contribute to the success of the entire organisation.

You will be supporting the entire team by:

* Helping to organize internal meetings and events;
* Booking travel for our travelling team members and CEO;
* Providing reception to our distinguished visitors;
* Ensuring our working environment stays healthy, tidy and an overall supportive place for our team;
* Providing occasional ad hoc support to our Events team with external events; and
* Other ad hoc tasks as needed.

Requirements and skills:

* Ideally, are currently a student in Administration or have just obtained your degree;
* You are dynamic with a positive attitude;
* You can easily communicate (verbal and written) in English and French;
* You’re able to multitask and take initiative when needed;
* You have attention for detail;
* You have a basic understanding of general administrative and office activities;
* You’re familiar with making travel and accommodation arrangements;
* You like to work with others as a team and also happy to work on your own; and
* You’ve worked with Microsoft Excel, PowerPoint, Outlook and Word.

This 6-months, full-time, paid internship will start as soon as possible.

The deadline to submit applications is COB October 31st.

If interested, please send your updated CV and a motivation letter to recruitment@solarpowereurope.org.

*Ensuring diversity, equity and inclusion in our Team is an integral part of SolarPower Europe’s overall strategy. We’re dedicated to hiring diverse talent and treating candidates with respect and support throughout the recruitment process. We believe that a diverse team with employees from different backgrounds makes us an even better organization.*