

IF YOU ARE INTERESTED, PLEASE FILL THE FOLLOWING ITEMS TO BE SENT TO: euobecas@dival.es

Company data / datos de la empresa/institución

Full legal name/Nombre legal: The Elcano Royal Institute (Brussel's office)

Full address/ dirección completa: Rue Marie Thèrèse 21, 2nf floor, 1000, Brussels

Web site: [The Elcano Royal Institute](#)

Address where the training will take place (if different)/dirección donde tendrán lugar las prácticas:
Rue Marie Thèrèse 21, 2nd floor, 1000, Brussels

Contact phone (if different from tutor's)/teléfono de contacto: +32 22 38 51 17

Contact Person/Persona de contacto: Elisa Lledó

Email: elledo@rielcano.org

Phone number: +32 22 38 51 17

Tutor's Name: Luis Simón

Email: lsimon@rielcano.org

Phone number: +32 22 38 51 17

Office supplies, the intern will have to bring at work-placement his own laptop: Yes

Short description of the company/breve descripción de la empresa/institución:

The Elcano Royal Institute is a think-tank for international and strategic studies that analyses world events and trends from a Spanish, European and global perspective.

The Institute was established in 2001 as a private foundation under the honorary presidency of **H.M the King**. Its Board of Trustees comprises prominent figures linked to Spanish foreign policy and representatives of both the companies that fund the Institute.

Knowledge, skills and competence to be acquired/conocimientos, habilidades y competencias que adquirirá el becario:

- Research
- Office management
- Operational and agenda planning
- Event management
- Social media
- Establish and manage relationships with media, think tanks and other key publics
- Database management

Detailed description of the tasks of the trainee (at least 5 tasks)/Descripción detallada de las tareas del becado y tiempo de dedicación a cada una (al menos 5 tareas):

Tasks of the trainee	% dedicate on each task	Tasks of the trainee	% dedicate on each task
Social media	20%	Administrative support	30%
Research	20%		
Event management	30%		

Detailed description of the training Program (content) /Descripción detallada del programa de practicas:

Purpose of the Role: **Support to the team of the Brussels office of Elcano Royal Institute**

General responsibilities: **General organizational, administrative support, social media, research**

Specific responsibilities:

Language/s used during the training/idioma usado durante las prácticas:

Mandatory: **Spanish and English**

A plus, but not required: **French**

In your opinion, what studies should be the fellow to take better advantage you practice offer/ en su opinion, qué estudios debería tener el becario para optimizar la práctica ofrecida:

Bachelor Degree: **International Relations, European Studies, Political Science, Audiovisual Communications, Journalism, Marketing.**

Complementary knowledge (a plus or mandatory):

Timeframe, schedule and working hours/tiempo que durarán las practicas, jornada y horas/día:

Full-time: (hours/week): **37,5 h**

Monday through Friday (working schedule): **9:30-17:30 (Monday-Thursday), 9:30-15:00 (Friday). Except when the Elcano Royal Institute holds events. In that case, the intern will have to arrive earlier or stay longer.**

Possible starting date (since October/November 2017*): **October 2017**

In order for the fellow to pursue with the training, the signature of an agreement would be a requirement: **Yes**

Name, firm and function of the company / institution that signed this commitment to training/nombre y función de quien firma el compromiso de prácticas:

Firm responsible

*- Although, it is estimated that the incorporation of the fellow could be from those months, it is possible that the starting date may be delayed