

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

Company data / datos de la empresa/institución

Full legal name/Nombre legal: EUBIA ASBL, European Biomass Industry Association

Full address/ dirección completa: Scotland House, Rond-Point Schuman 6, 1040 Brussels, Belgium

Website: www.eubia.org

Address where the training will take place (if different)/dirección donde tendrán lugar las prácticas: Scotland House, Rond-Point Schuman 6, 1040 Brussels, Belgium

Contact phone (if different from tutor's)/teléfono de contacto: +32 (0) 2 282 84 40

Contact Person/Persona de contacto: Drilona Shtjefni

Email: drilona.shtjefni@eubia.org

Phone number: +32 (0) 2 282 84 40

Tutor's Name: Drilona Shtjefni

Email: drilona.shtjefni@eubia.org

Phone number: +32 (0) 2 282 84 40

Office supplies, the intern will have to bring at work-placement his own laptop: No

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

EUBIA, the European Biomass Industry Association, was established in 1996 as an international non profit association in Brussels, Belgium. The organisation represents the interest of its members, SMEs, Research Institutes and Universities working on the field of biomass across Europe.

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

- Be student or recently graduated and have a familiarity with social networks and web development
- Experience using web based resources, including social media, web editors, CMS
- Strong computer and writing/blogging skills
- Strong research skills
- Excellent written and spoken English
- Attention to details
- Well-organised
- Self-starter personality

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	% dedícate on each task
New website implementation	20%	Draft newsletter via Mailchimp monthly	20%
Update social medias and websites (Twitter, Facebook, LinkedIn)	20%	Create animation videos, PPP and brochures about EUBIA, EUBIA events and activities	15%
Write articles and reports about news in biomass sector	15%	Identify and attend key events	10%

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

Purpose of the Role:

- Possibility to obtain practical knowledge on running a members-based organisation
- Possibility to develop a good understating of EU institutions and EU policy
- Opportunity to develop a practical knowledge of communication tools and software

General responsibilities: (as described above in the table)

- New website implementation
- Update social medias and websites
- Write articles and reports
- Draft newsletter
- Identify and attend key events
- Create animation videos, PPP and brochures

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

Mandatory: **english**

A plus, but not required: **french or other European language**

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: communications, public relations, journalism, EU Policy and other related studies

Complementary knowledge (specify if it is a plus or mandatory): mandatory bachelor, a plus master's degree

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

Full-time: 38h/week

Monday through Friday (working schedule): Monday - Thursday: 9-18h, one hour lunch break

Friday: 9-16h, one hour lunch break

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

EUBIA, European Biomass Industry Association

EUBIA's function is to support the European biomass industries at all levels, promoting the sustainable use of biomass as a source of energy and bio-based materials, developing innovative bioenergy concepts and fostering international co-operation within the bioenergy field. Given that biomass will have an important role to play in promoting sustainable development world wide and the deployment of clean energies, EUBIA intends to contribute to strengthening the European policies in the sector, protecting industrial interest, identifying new opportunities, promoting job creation and a better environment for all.

EUBIA
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