



INTERSHIP AT POLICY ACTION

Policy Action is a leading consultancy which provides a range of services that fit any business need for public policy solutions. Our international and experienced team has an expert knowledge in the Gambling, Financial Services, Health, Entertainment, Environment and Energy, as well as Planning and Urban Development sector. We regularly offer paid, six months internships in our Brussels office

As a **Research Assistant**, you will be assigned to a certain practice area and will work in close collaboration with both the account manager and partners of the company.

As a **Research Assistant** at Policy Action you will not only be given an in-depth knowledge of different industry areas, but you will also learn a great deal about how EU institutions work. You will find yourself part of the decision making process in Brussels and better understand the mechanism behind it. You will be liaising with the European Parliament and be in regular contact with the Council, the European Commission and various EU stakeholders. The position will give you a broad knowledge of working in the public affairs sector through practical experience and formal training seminars.

Your primary responsibilities will include:

- Monitoring of the latest developments in the European Institutions (European Parliament, Commission and Council), member states and the media
- Attending committee meetings in the European Parliament, following the issues relevant to your practice area
- Attending Commission hearings, various conferences and seminars on related topics
- Assisting in the organisation of conferences and meetings with clients
- Researching projects on a variety of issues
- Assisting in formulating policy and position papers
- Assisting the account manager on the various other services Policy Action provides, such as drafting press releases, updating websites and liaising with trade associations

Policy Action has a young and dynamic team that works in a stimulating and challenging environment. It provides an ideal stepping stone for a career in public affairs and European politics. Not only will you find past Policy Action Research Assistants in the European Parliament and the Commission but some have gone on to become successful policy advisors in the private sector.

If you would like to find out more about who we are and what we do then please visit our website at: www.policyaction.com.

If you are interested in doing a 6 months research assistant internship please send your CV and a covering letter in English to Monica Aldea at internship@policyaction.com

We look forward to hearing from you!



POLICY ACTION

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