

The ELI Secretariat is looking for interns!

A paid internship at the ELI Secretariat in Vienna is available from June to September 2015.

An internship at the Secretariat of the European Law Institute (ELI) is the perfect opportunity for a candidate with a completed law degree or a student in the final stages of his/her legal studies to gain insight into the management of an international organisation which works towards the improvement of law making across Europe.

The intern will have the opportunity to work with staff at the Secretariat on a number of tasks, including the organisation and running of the 2015 Annual Conference and General Assembly taking place at the beginning of September in Vienna, Austria, which will bring together around 250 participants and will be attended by renowned legal experts from across Europe.

Your tasks:

- Involvement in preparation for the 2015 Annual Conference and General Assembly (e.g. liaising with speakers, PR activities)
- Assisting the Project Officers in the coordination of ongoing ELI projects
- Administrative duties such as the processing of membership applications
- Helping produce the regular newsletter
- Contributing to the administration of the main website and social media sites (e.g. Twitter, LinkedIn.)

We are looking for:

- A law graduate or a student of law in the final stages of legal studies
- Excellent (ideally native) knowledge of English
- Enthusiasm, reliability and an ability to work independently
- Excellent computer skills
- Experiences in project- or event management and/or work experience in international organisations are beneficial, but not required

The intern will receive 500 EUR per month in remuneration. Should you be interested, please submit a CV and cover letter to secretariat@europeanlawinstitute.eu before 30 April 2015.

About the ELI:

The European Law Institute, founded in June 2011, aims to improve the quality of European law. It seeks to initiate, conduct and facilitate research, to make recommendations, and to provide practical guidance in the field of European legal development. With its Secretariat based at the University of Vienna, the ELI has over 900 individual members and over 50 institutional members, including several Supreme Courts, university faculties, law firms and international institutions such as the European Commission.