

The European Space Policy Institute is looking to employ a **Communications & Engagement Intern** at the premises of the Institute in Vienna, starting in February or March 2024.

### **The European Space Policy Institute**

ESPI is the leading European think tank devoted to space policy. The Institute's mission is to Promote European space policy on a global level by facilitating an active forum for the analysis and discussion of European needs, capabilities and long-term prospects in space activities.

As a Communications & Engagement Intern, you will be immersed in a fast-paced growth environment, joining a culturally diverse team with varied backgrounds. We are characterised by a strong appreciation of new initiatives & impact-driven objectives, paired with a commitment to rigour, continuous learning, and team-wide exchange where the best ideas prevail.

### **About the role**

Space is undergoing a transformative change in market dynamics, technology developments, and policy implications. As a Communications & Engagement Intern, you are responsible for assisting with the implementation of ESPI's Communications Plan and the management of relations with ESPI stakeholders. Through this, you will facilitate **the impact of ESPI on decision-making in Europe and globally** across the domains defined in [ESPI 2040](#):



**Green & Sustainable  
Societies**



**Security &  
Defence**



**Exploration &  
Science**



**Space as an Asset**



**Industry, Innovation,  
Finance, Workforce**

Duties and responsibilities envisioned for the position include:

- support to definition and implementation of monthly and annual Communications Plans reflecting the Institute's Priorities, in particular through website maintenance and social media content;
- support to ESPI's European and International engagement activities (e.g. partnership building, networking activities and relations with journalists and media outlets);
- support to the implementation of ESPI's visual identity (e.g. graphical elements of ESPI publications, design of promotional materials or banners and other graphical outputs in alignment with ESPI's branding);
- organisation of workshops, conferences and other events,
- maintenance of an activity tracker covering activities of ESPI and its experts.

### **Qualifications and competencies**

- A (Bachelor's or Master's) degree that relates to the Institute's mission and responsibilities of the position (e.g. Communications, Marketing, Media, Journalism, Graphic Design, Political Science, Business Administration);
- proficiency with digital communication channels and tools;
- flexibility, impact-oriented thinking, excellent organisational skills and inter-cultural competence;
- excellent command of English, written and oral;
- experience in graphic design will be considered an asset.

### **Application process**

We only accept applications by EU citizens or non-EU citizens holding residence and employment permits in Austria. To apply for this position, please send:

- a copy of your CV,
- a motivation letter,

to [vacancies@espi.or.at](mailto:vacancies@espi.or.at) with the subject: "ESPI Communications and Engagement Intern" **before 2 February 2024, 23:59 CET**. Please do not submit educational records or certificates at this stage.

The position is planned to be full-time (40 hours/week) for a limited period of 3-6 months. The advertised salary for this position is € 1,400 gross per month with additional pro-rata payments as per Austrian law.