

## Marketing and Communication – Internship

### ***Becquerel Institute:***

The Becquerel Institute is a research oriented consulting company providing expert advice on solar PV (photovoltaics) and electricity markets, with a particular focus in the fields of PV markets, industry analysis, PV competitiveness within the electricity markets, regulatory and policy analysis, business modelling, financial instruments, and Building Integrated Photovoltaics. Our customers and partners represent the major stakeholders in the PV sector, in Europe and globally, such as Solar United, the International Energy Agency (IEA), the International Renewable Energy Agency (IRENA), companies from the PV sector and research centres.

To support the development of Becquerel Institute, we are looking for a Marketing, Communication and Administration Intern to assist with the communication, marketing and administrative support needs of our client, Sunlion.

**Availability:** as soon as possible  
**Duration:** 6 months  
**Location:** Brussels, Belgium

### ***Main missions:***

- Assist in the preparation and design of reports and slide decks, for customers or partners.
- Assist in the preparation of e-mail newsletter.
- Assist in the organisation of webinars and other types of online events.
- Assist in the organisation of conferences, workshops and other types of events (e.g., management of logistics and relation with invitees as well as suppliers and partners).
- Prepare briefing notes, presentations, and relevant materials in relation to various topics related to solar PV.
- Organize trips for our customer (plan a hotel, lunch, dinner for large teams).
- Contribute to the content of Becquerel Institute's and SunLion communication channels, such as X/Twitter, LinkedIn, website (e.g., by collecting and formatting information from member of the team or from partners, before posting it).
- Collaborate with team members to generate ideas for multimedia content (videos, infographics, etc.) and bring creative ideas to build the Becquerel Institute and Sunlion's online presence.
- Prepare short analytical reports allowing to track the impact of Becquerel Institute's communication on social media (e.g., number of likes, clicks and comments of X/Twitter or LinkedIn posts, and profile of the interacting people).
- Manage Becquerel Institute's and clients website and social media pages (LinkedIn ...).
- Manage documentation and related activities (contracts, internal validations, ...)
- Support sales and marketing activities of SunLion
- Provide ad hoc support to team members.
- This internship gives access to a full time-position.

### ***Profile of the candidate:***

- Bachelor or soon-to-be completed Master communication, marketing or equivalent.
- Additional studies on the Environment and/or (Renewable) Energy is an asset.
- Understanding of energy issues and strong interest in renewable energies.
- **Fluent in English and French (Dutch is an asset).**
- Strong computer skills in general (being independent from an IT manager).
- Proficient user of MS Word and MS PowerPoint.
- Experience in tools such as Mailchimp, Hootsuite, Zoom, Odoo, WordPress or similar is an asset.
- Rigorous and methodical.
- Strong organisational skills.
- Fast learner, ability to work independently and demonstrate team spirit.
- Committed, dynamic, autonomous and proactive.
- Ability to work under pressure.
- Sense of humour is an asset.

### ***Important – Mandatory Conditions***

The proposed contract is a “Convention d’immersion professionnelle” and foresees a monthly reimbursement for expenses on a standard basis ( 1035,20 EUR based on the 2024 rate). Prospective interns must fulfil this requirement to apply (please confirm it in your cover letter). Applicants with a scholarship, working on a thesis are welcome to apply.

### ***Application***

A CV and a short cover letter should be sent to the management at [jobs@becquerelinstitute.eu](mailto:jobs@becquerelinstitute.eu) . Please quote in subject: “Internship – Marketing & Communication” and indicate your availability dates.

Please note that only short-listed candidates will be contacted for an interview. Interviews may be conducted via Teams. No refund of costs associated to travelling for the interview is foreseen.