Seas At Risk is looking for an

Operations Intern

Seas At Risk (SAR) is an umbrella organisation of environmental NGOs from across Europe that promotes ambitious policies for marine protection at European and international level. We represent over 30 member organisations in 16 different European countries. The SAR Secretariat comprises of 14 staff members and several interns. We are a diverse team but share a passion for the ocean. We are currently working on different policy areas such as biodiversity, fisheries, plastic pollution, deep sea mining, clean shipping, and renewable energy at sea.

Purpose of the job

Seas At Risk is looking for an operations intern to support the operations team. This internship is expected to last 6 months, with possibility of extension. The successful candidate would ideally start working as soon as possible in April.

Main responsibilities

- Office management: reception, office supplies, appointments, and any other possible office tasks.
- IT support: Trouble shoot day to day issues.
- HR support.
- Copying, filing, scanning, and archive, etc.
- Assistance in annual audit preparation.
- Assistance in other operations tasks when necessary.
Qualification, experience, knowledge, competences

- Bachelor’s degree or relevant experience.
- Experience of IT support (trouble shooting)
- Sharp organisational skills and high-level of accuracy.
- An eye for detail, can work independently but also a team player.
- Ability to handle pressure and deadlines with a can-do attitude.
- Fast learner.
- Solid IT competences (especially MS Excel, Word, Share point, etc.).
- Good knowledge of English is a must.
- Experience in EU Project operations tasks is a plus.

What we offer

- An opportunity to acquire practical experience in a stimulating, informal, flexible, and multicultural working environment, with supervision by experienced Seas At Risk staff members.
- An exciting experience with working in an environmental NGO in Brussels.
- A fixed monthly compensation of 1200€, with a monthly net allowance and contribution to public transport (160€ in total).
- Possibility to expand role.

How to apply

Send the following to secretariat@seas-at-risk.org with in the subject line ‘Operations Intern– your name’:
- A letter explaining your motivation and how you meet the intern requirements
- A detailed CV

Deadline for applications: 20th March 2022. The first round of interviews is expected to take place in the last week of March. Please note that due to the volume of applications expected, only candidates selected for interview will be contacted. Thank you for your understanding.

SAR is an equal-opportunities employer.

Privacy policy: The personal data we collect during hiring processes is only used for the purposes of carrying out the selection process and is deleted once the process has ended. For shortlisted candidates, we routinely ask for their consent to keep their information for 6 months after the end of the selection process in case other vacancies that could fit their profile open.