

RESEARCH INTERNSHIP

The European Travel Commission (ETC) is a non-profit organisation that unites the National Tourism Organisations (NTOs) of Europe, including both EU- and non-EU member states. Its core mission is to promote Europe as the world's most compelling tourist destination in long-haul markets notably the US, Canada, China and Brazil. To fulfil its mission, ETC uses a wide range of marketing tools and resources.

ETC is looking for an Intern for the period of six months **starting on 16/04/2018**. We offer students a unique opportunity to earn work experience in an international organisation based in Brussels and to gain insight into the European as well as worldwide practice in the tourism industry from a privileged position. Please note you should be a student or a recent graduate with excellent project management skills, outstanding English skills (verbal and written), self-initiative and a thorough understanding of tourism. Knowledge in the field of statistics is a plus. **The internship is paid 780 EUR/month.**

PLACE WITHIN THE ORGANISATION

The Intern works within the Research & Development Department and assists other departments of the organisation when needed, performing duties as assigned by the Head of the Department.

TASKS

Research – ETC Studies & Statistics

- Collaboration in preparing the ETC "[European Tourism – Trends and Prospects](#)" Quarterly Reports especially in tasks related to data collection.
- Collaboration in preparing and updating [market insights](#), a series of highly visual and interactive brochures that present the most relevant features of long-haul travellers.
- Maintenance of the ETC platform for tourism statistics [TourMIS](#).
- Collaboration in preparing [Long-Haul Travel Barometer](#), a series of infographics that summarises key-results from the Long-Haul Travel Sentiment Index & Survey.

Administration

- Collaboration in preparing [MIG & MIC](#) Meetings and other events upon necessity.
- Collection of interesting articles about recent trends in the tourism sector.
- Dissemination of ETC and third-party market intelligence material.

Websites

- Regular updates of ETC's B2B website: www.etc-corporate.org, text editing and page layout included. Knowledge of and prior experience with basic HTML is an advantage.
- Regular updates of ETC's extranet (for members only): text editing, document uploads and event management included.
- If required, updates of ETC's B2C website: www.visiteurope.com.

Press

- Collaboration in writing press releases and publication thereof.

Presentations

- Reading and summarising ETC market research studies.
- Writing and presenting reports in Word + PowerPoint.

External contacts

- Answering external enquiries by e-mail.
- Participation in ETC meetings in Brussels (as required).

Outlook

- Regular updating of ETC's Outlook Contact Database in a correct and consistent way.
- Categorisation of people in the database.
- Creating distribution lists and making sure they are up-to-date as they are not automatically linked to the categories.

PROFILE

We offer a position in a young, dynamic and collaborative working environment and exposure to top quality projects. Hence, we look for candidates who strive for excellence. More specifically, the ideal candidate should demonstrate:

- Excellent project and time management skills;
- Self-initiative;
- Outstanding English skills (verbal and writing); knowledge of other European languages is an advantage;

- Excellent knowledge of Microsoft Office (particularly Excel);
- Knowledge of various Internet applications and basic HTML is an advantage;

HOW TO APPLY

Please send us your CV and a motivation letter mentioning your experience or studies in the field of tourism (in English) to:

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lyublena.dimova@visiteurope.com

Tel.: +32 2 548 90 00

www.etc-corporate.org | www.visiteurope.com

SELECTION PROCESS

Based on an initial review of submitted CVs and motivation letters, select applicants will be invited for an interview via phone or Skype in March 2018. Applicants who do not receive any feedback within one month of the submission of their application should consider this as unsuccessful.