



EUFIC internship: Business Development Assistant

Start: September 2025

Duration: ideally 12 months (minimum 6 months)

About us

The European Food Information Council (EUFIC) is a non-profit organisation providing science-based information on food and health.

We are passionate science and communication experts who believe in the power of knowledge and in a world where we live healthier and more sustainable lives because we all know how to. To help build it, we offer accessible, appealing and actionable science-based information to inspire and empower people to improve their diet and lifestyle.

We collaborate with a broad network of academics, national and international organisations, businesses and professionals in the food and health sector, as well as in a range of publicly-funded projects to help advance innovation to future-proof our food system.

Internship overview

We're looking for an enthusiastic and proactive intern to support the Membership Manager with member engagement activities and the management of membership data and reporting.

This is a unique opportunities for those looking to gain hands-on experience in business development within a dynamic, international, science-driven organization.

We are looking for a long-term intern (preferably for 12 months, 6 months at least). Part-time is possible.

Key responsibilities:

The intern will engage in a variety of business development tasks, including:

- Assisting the Membership Manager with member engagement emails and communications
- Supporting the preparation of slides and materials for member engagement meetings
- Helping to organize member group meetings, taking notes and following up on action points.
- Sharing ideas to enhance member engagement and inspire collaboration.
- Managing day-to-day emails.
- Assisting with ad-hoc projects related to membership data and reporting.
- Supporting research into potential new members.

Educational requirements, experience and skills

We are looking for candidates who are:

- currently enrolled in a Bsc/MSc programme in Business, Economics, Communications or a related field.

- Proficient in English with strong writing skills (another European language is a plus).
- available for at least 6 months. Preference will be given to candidates who commit for 12 months.
- Skilled in writing briefs.
- Proactive, organised and able to manage tasks independently.
- Good in interpersonal communication.
- Able in creating slides and excel reports (table and graphics)experienced with content management systems and web-based applications
- Team player with positive attitude and willing to learn

Job conditions

Trainees enjoy the following:

- A full-time position (38h/week) with the possibility of part-time arrangements.
- A monthly living allowance of 450 €.
- the possibility to work remotely.
- Mentorship from an experienced Membership Manager.
- Potential opportunities to travel within Europe for meetings and conferences.

Please note: the intern must have access to a working laptop.

Application

Email your application, including your CV and a letter of motivation, to jobs@eufic.org stating “Business Development Internship” in the subject.

You may be invited for a couple of interviews via Teams, followed by a written assignment. Only candidates selected for interviews will be notified.