

# EUROPEAN TRAVEL COMMISSION

## RESEARCH & DEVELOPMENT INTERNSHIP DESCRIPTION

### WHAT WE DO

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 strengthen the sustainable development of Europe as a tourist destination. In the last several decades, ETC has positioned itself at the forefront of the European tourism scene, establishing its expertise and building up partnerships in areas of tourism, based on **promotion, market intelligence and best practice sharing**.

The ETC considers research a critical tool to develop marketing strategies and services. By identifying and analysing tourism market trends and producing knowledge on relevant and fastest growing outbound markets, ETC research activities help the organisation and its members understand the business environment, detect new growth opportunities and formulate suitable promotional strategies. In target markets.

### RESEARCH INTERNSHIP

ETC is looking for an Intern for the period of six months **starting on 01/10/2019** (to be confirmed with the selected applicant). 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 1000 EUR net/ 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.
- Maintenance of the ETC platform for tourism statistics [TourMIS](#).
- Collaboration in preparing ETC Benchmarking Studies.

- Collaboration in preparing research outputs (e.g. infographics, videos, presentations, etc.) on different projects – [Long-Haul Travel Sentiment Survey & Index infographics](#), Quarterly Report [infographics](#) and [videos](#), etc.
- Taking care of members and partners' requests.
- Collection of interesting articles about recent trends in the tourism sector.
- Dissemination of ETC and third-party market intelligence material.

## Administration

- Collaboration in preparing [MIG & MIC](#) Meetings and other events upon necessity (e.g. registrations, distribution of event invitations, taking care of enquires, etc.)
- Regular updating of ETC's Outlook Contact Database in a correct and consistent way.
- Categorisation of people in the database.

## Websites

- Regular updates of ETC's extranet (for members only): text editing, document uploads and event management included.
- If required, updates of ETC's B2B website: <https://etc-corporate.org/>

## Press

Collaboration in writing reports':

- Press releases;
- Forwards
- Tweets

## 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).

## 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:

- Self-initiative;
- Detail oriented;
- Critical Thinking;
- Excellent project and time management skills;
- Creative thinking;
- Strong communication skills in English (oral and writing); knowledge of other European languages is an advantage;
- Excellent knowledge of Microsoft Office (particularly Excel);
- Team player
- Strong organizational skills

## HOW TO APPLY

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

**Lyublena Dimova**

[lyublena.dimova@visiteurope.com](mailto:lyublena.dimova@visiteurope.com)

Tel.: +32 2 548 90 00

[www.etc-corporate.org](http://www.etc-corporate.org) | [www.visiteurope.com](http://www.visiteurope.com)

**The deadline for submission of applications is Friday, 23 August 2019 (EoD).**

## 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 August-September 2019. Applicants who do not receive any feedback within one month of the submission of their application should consider this as unsuccessful.