

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**.

ETC considers research a critical tool to develop marketing strategies and services. By identifying and analysing tourism trends and producing knowledge on relevant and fastest growing outbound markets and [key tourism segments based on its Horizon 2022 marketing strategy](#), 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 01/03/2022** (to be confirmed with the selected applicant), with the possibility of being renewed for a further six months. 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 ETC's platforms for tourism statistics - [TourMIS](#) and the ETC Executive Dashboard.
- Collaboration in preparing ETC Benchmarking Studies and analysing member surveys.

- Collaboration in preparing research outputs (e.g. summary reports, infographics, videos, presentations, etc.) on different projects – [Long-Haul Travel Sentiment Survey & Index summary reports](#), Quarterly Report [infographics](#) and [videos](#), etc.
- Reviewing reports commissioned as part of ETC's annual Research Programme.
- Taking care of members', partners' and external requests.
- Collection of interesting articles about recent trends in the tourism sector.
- Working on ad hoc reports and new data partnerships with the industry.
- Dissemination of ETC and third-party market intelligence materials.

Administration

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

Websites

- Regular updates of ETC's extranet (for members only), including text editing, document uploads and event management.
- Updating ETC's B2B website (<https://etc-corporate.org/>) with the latest research reports, visual content and events/webinars.

Press

- Assisting ETC's Communications Manager with ad hoc media requests and press releases for research outputs.
- Assisting in the writing of Executive Summaries and Forwards for ETC reports.
- Preparing a list of tweets summarising key research outputs.

Marketing

- Assisting ETC's Marketing Department with data requests about key source markets or segments.

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 are looking 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 organisational skills

To be considered for this internship position candidates must already hold the right to work in Belgium, i.e. be an EU, EEA or Swiss national and/or have a Belgian Work permit.

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

Tel.: +32 2 548 90 00

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

The deadline for submission of applications is Sunday, 6 February 2022 (11:59pm CET).

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 February 2022. Applicants who do not receive any feedback within one month of the submission of their application should consider this as unsuccessful.