

## **RESEARCH AND DEVELOPMENT TRAINEE**

**Organisation**

European Travel Commission

**Location**

Brussels, Belgium

**Industry**

Tourism

**Contract type**

Six months traineeship starting in January 2024,  
*extendable for another six months*

**Job Type**

Full Time, 38 hours per week

**Remuneration**

1000€/month

**Education Level**

Professional

Established in 1948, the European Travel Commission (ETC) is a non-profit organisation with its headquarters in Brussels. Its role, on behalf of its more than 40 members, both National Tourism Organisations and private companies, is to promote tourism to Europe from long-haul markets, produce market intelligence and facilitate the sharing of best practices in tourism. The organisation also engages in advocacy actions to promote the importance of tourism as an engine for the European economy and to create benefits and remove disadvantages for the travel industry in Europe. ETC cooperates with the European Commission in promoting Europe as a tourism destination, implementing projects in the form of ad-hoc and other grants.

The European Travel Commission is recruiting a Trainee for its Research & Development department. This is an exciting opportunity for a highly motivated junior professional who thrives on tourism- and research-related projects and working with institutions and international organisations. The position is for six months, renewable.

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.
- Support in the planning, organisation and set up of webinars (e.g. liaising with speakers, preparation of communication materials, etc. )
- Reviewing reports commissioned as part of ETC’s annual Research Programme.
- Taking care of members’, partners’ and external requests.
- Collection of interesting articles and reports 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 enquiries, 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.

### Presentations

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

### Support to other departments

- Assisting ETC's Marketing, advocacy and administration departments with data requests when required.

### External contacts

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

### *PROFILE*

- Good knowledge of statistics and Microsoft Office (particularly Excel);
- Strong organisational skills, in particular, related to time management, attention to detail, task prioritisation
- Committed, participative, team player
- Ability to work independently and problem-solving skills
- Ability to work well under pressure
- A strong interest in travel and tourism
- Proactive and self-motivated
- Excellent English language skills; knowledge of other European languages is an advantage
- Knowledge of research methodologies is a plus
- Experience in the tourism industry is a plus

### Important requirements:

- **The applicant should hold a recognised University degree (Master) in tourism (Tourism and Hospitality Management, International Tourism, Tourism and Event Management, Tourism and Sustainable Management, etc.)**

- The applicant should be a **recent graduate** in the field of tourism and ready to start a full-time job. The application of candidates who have not yet graduated will not be accepted.
- The applicant should be willing to move to Brussels for the whole duration of the traineeship. Remote work from outside Belgium is not possible.
- To be considered for this traineeship position, candidates must already hold the right to work in Belgium, i.e. be an EU, EEA or Swiss national.

### *HOW TO APPLY?*

If you meet the criteria outlined above, please send us your Cover Letter and CV (both in English) **by 1 December 2023 at 23:59 CET**, mentioning 'Research & Development Trainee' in the subject line, to:

Mrs Lyublena Dimova

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

Upon receipt of the applications, candidates may be asked to confirm that they meet the important requirements set out in section Profile.

Candidates must be in a position to certify with official documents (if requested) any information provided in their CV and Cover Letter.

### *SELECTION PROCESS*

Based on an initial review of submitted CVs and motivation letters, only selected applicants will be invited for an interview. Applicants who do not receive any feedback within one month of the submission of their application should consider it unsuccessful.