

# JOB DESCRIPTION – POLICY INTERNSHIP

We are looking for a proactive and detail-oriented **Policy Intern** to support our Policy team in tracking and analyzing EU regulatory developments. This internship offers a unique opportunity to deepen your understanding of EU institutions and engage with key policy issues, including housing, energy, anti-money laundering (AML), digitalisation and sustainability.

## Responsibilities

### Meeting Coordination and Support

- Organize and attend Policy team meetings, providing support and preparing materials as needed.
- Assist in various tasks, including preparation for meetings and follow-ups.
- Assist in meetings with the other stakeholders, EU and national policymakers.

### Regulatory and Policy Monitoring

- Track developments in EU institutions, with a focus on the European Parliament and the European Commission, particularly in the areas of energy, housing, and financial regulations.
- Stay informed about EU policies and provide updates to team members, stakeholders and national associations.
- Participation in different events related to our policy priorities.

### Research and Report Drafting

- Draft clear and informative reports on key EU topics, with an emphasis on policy files such as the housing affordability, Energy Performance of Buildings Directive (EPBD) and AML rules.
- Monitor activities of the European Commission related to Energy and Housing, summarizing findings for the team and for the national associations.

### Stakeholder Communication

- Inform the national associations on European policy developments and legal updates relevant to their interests.

## What We Offer

- EU dynamic environment and nice-to-be-around international staff
- In person / Virtual office space
- European Parliament access badge (e.g. for access to the Parliament's library and special events)

# START OF INTERNSHIP

September 2025

## GENERAL REQUIREMENTS FOR THE APPLICATION

- Each internship must be completed in the framework of an Erasmus+ internship agreement provided by your University or educational establishment. Please contact your institution's administration to verify if you are eligible for Erasmus+ programme before applying.

It is possible to apply while being unrolled in a Belgian University or Belgian educational establishment (without Erasmus+).

- Strong writing skills with attention to detail.
- Ability to work independently and collaboratively in a fast-paced environment.
- Interest in European affairs and a basic knowledge of the EU decision-making environment.
- Good level of both spoken and written English; other languages are not required but would be considered as an asset.
- Ability to research and synthesize information from various sources.
- Ability to work both independently and as part of a team.

## PROCEDURE OF APPLICATION

- Please send your CV and a short text explaining why you would like to work in CEPI (200 words max) in English to [secretariat@cepi.eu](mailto:secretariat@cepi.eu). Object of your email: Policy Intern / YOUR NAME

CEPI aisbl is an equal opportunity employer and prohibits discrimination and harassment of any kind: we do not discriminate based upon race, religion, colour, national origin, gender including pregnancy, childbirth, or related medical conditions, sexual orientation, gender identity and expression, age, status as an individual with a disability, or another legally protected status.

## Who are we?

The mission of **CEPI**, the European Association of Real Estate Professions, is to support the European real estate market and cross-border transactions by enhancing and strengthening the work and activities of real estate professionals. We represent 33 national professional organisations of estate agents and property managers based in 25 EU and EFTA countries. Their individual members are active in all sectors of the residential real estate market on a daily basis involving both sales and letting transactions and long-term management.

## ACTIVITIES OF THE ASSOCIATION

- Representation of interests of the European real estate sector both to European and national authorities in order to promote real estate cooperation, facilitate cross-border transactions and guarantee real estate professionals' enhanced legal security.
- Education for future real estate professionals, as well as the ongoing education of professionals by means of a common European education platform (Eureduc).
- Increased internal and external communication by means of developing publications and taking an active part in international real estate events.
- Setting up research projects related to real estate markets and services in order to complete the information available and to keep the debate between the stakeholders alive.
- Developing services of direct interest to our approximately 250,000 affiliated professionals: regulatory reports, practical tools for professionals, etc.