

JOB DESCRIPTION – PROJECT MANAGEMENT INTERNSHIP

We are looking for a proactive and detail-oriented **Project Management Intern** to support our MMCEPI team in developing and strengthening the MMCEPI label. This internship offers a unique opportunity to deepen your understanding of EU institutions and develop your project management skills in a young and dynamic team.

About MMCEPI

MMCEPI is the European quality label developed by and for real estate professionals. Created by CEPI, the European Association of Real Estate Professions, the label aims to establish greater standards within the real estate community, to encourage good practice and reward the best real estate organisations and their members.

Responsibilities

Project Management (70%)

- Organize and attend MMCEPI team meetings, providing support and preparing materials as needed.
- Project promotion: Developing strategies to increase awareness of the label among professionals and stakeholders.
- Project development: Identifying new opportunities to broaden the label's impact and working with the teams to bring them to fruition.
- Rigorous monitoring: Managing the schedules, budgets and resources needed to ensure that activities run smoothly.
- Innovative initiatives: Propose creative ideas to improve processes and raise the label's profile.
- Participation in different events related to our policy priorities.
- Inform the national associations of developments in the MMCEPI label and updates relevant to their interests.

Finance (30%)

- Assist in preparing financial reports with the help of colleagues.
- Maintain and update financial records.

What We Offer

- EU dynamic environment and nice-to-be-around international staff
- Hands-on experience with project management, coordination and label development
- Teleworking option
- European Parliament access badge (e.g. for access to the Parliament's library and special events)

Start of Internship

September 2025

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.
Object of your email: **Project Management 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 We Are

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.