

Events Assistant

Who we are

Zero Emissions Platform (ZEP) is the official advisor to the European Union on industrial carbon management. Our mission is to accelerate the deployment and buildout of CO₂ infrastructure to reduce CO₂ emissions and meet Europe's climate neutrality target.

Our comprehensive technical work and policy advice build on a broad and diverse member base, ranging from energy producers and industrial companies to infrastructure developers, technology and equipment providers, financial organisations, academia, research institutions, environmental NGOs, trade unions, and other civil society organisations.

Our events

Events are central to our mission: they provide a platform to connect policymakers, researchers, and industry leaders, and to share insights on the technologies and policies driving Europe's net-zero transition.

ZEP organises several high-level events each year, including:

- The **European Industrial Carbon Management Summit**, a 200+ participant flagship event in Brussels.
- The **ZEP Projects Network**, an annual 100–150 participant event hosted across Europe.
- In addition, ZEP organises quarterly hybrid meetings in Brussels, specialised workshops, and regular webinars and online events.

The role

As an Events Assistant, you will support the **Engagement and Partnerships Manager** in the planning, organisation, and delivery of ZEP's events portfolio.

You will gain hands-on experience in event management, logistics, stakeholder engagement, and communications, contributing directly to the success of large-scale conferences and workshops at the heart of Europe's climate and energy policy discussions.

Your work will span editorial content support, partnership coordination, and operational logistics. You will also collaborate closely with colleagues across the ZEP team, including the Communications and Projects teams to ensure smooth integration of events across ZEP's activities.

This position offers an excellent opportunity to develop professional skills in an international, mission-driven environment while gaining insight into EU policy, sustainability, and industrial innovation.

Responsibilities

Programme development

You will contribute to the intellectual and strategic side of ZEP's events, helping to translate policy discussions into engaging programmes. This includes researching relevant topics and stakeholders, drafting background notes and session outlines, and helping to shape agendas that reflect Europe's priorities in industrial carbon management. You'll take part in curating panel discussions and interactive sessions that connect policymakers, industry experts, and researchers around shared climate goals.

Speakers and stakeholder coordination

You'll play an active role in maintaining relationships with speakers and guests, from first contact to post-event follow-up. This means preparing invitations and briefing documents, coordinating schedules and materials, and supporting speakers before and during events to ensure a smooth and welcoming experience.

Operations and logistics

Behind every successful event lies careful preparation. You'll contribute to this by gathering information on potential venues, liaising with service providers, and supporting the planning of on-site arrangements, from registration and setup to printed materials and signage. Your attention to detail will help keep timelines and logistics running smoothly.

Partnership and participant engagement

ZEP's events rely on collaboration with many partners, including EU institutions, research organisations, and industry stakeholders. You'll help nurture these relationships by keeping communications organised, preparing materials for partner visibility, maintaining guest and registration lists, and helping compile post-event summaries and feedback.

Communications and visibility

In close collaboration with the Communications team, you'll help bring ZEP's events to life for a wider audience. This could involve contributing to event announcements, social media posts and newsletters; reviewing visuals and messaging for accuracy; or suggesting creative ways to increase engagement and participation.

Required skills

- A university degree or equivalent (event management or EU affairs is an asset).
- Excellent command of written and spoken English; additional languages are a plus.
- Strong organisational and interpersonal skills.
- A collaborative, proactive attitude and willingness to learn.
- Experience organising, supporting or volunteering at events is appreciated but not mandatory.
- Proficiency in Microsoft Office tools.
- Interest in climate, energy and/or EU policy is highly valued.

What we offer

- A 6-month agreement under *Convention d'Immersion Professionnelle* (CIP). Please note that the CIP agreement excludes any internships for which the intern receives academic credit, or which is undertaken as a part of a degree.
- A hybrid working model with flexibility and access to a welcoming office in the heart of Brussels (including great coffee!).
- Provision of IT Equipment (Laptop, Monitor, Printer)
- A friendly and international working environment with mentorship and skill-building opportunities.
- Direct involvement in high-level EU events, engaging with experts and decision-makers shaping Europe's net-zero future.

Application Instructions & Further Details

If you are interested in this opportunity, please send your CV and short cover letter in English to vacancies@zeplatform.eu, clearly indicating "Events Assistant Internship".

We review applications on a rolling basis, so candidates are encouraged to **apply as soon as possible**.