



## JESUIT EUROPEAN SOCIAL CENTRE

Vision and values for Europe

### Intern vacancy / Legal Officer

#### Le JESC

*Le JESC est une ONG européenne avec la mission de chercher un engagement critique et constructif avec les politiques européennes. Notre mission est de rester proche de la réalité des personnes pauvres et marginalisées, de présenter des analyses compétentes et de stimuler un plaidoyer pour des politiques justes. Le JESC est une œuvre jésuite, portée par la Conférence des Provinciaux Européens. Le JESC exprime l'engagement de la Compagnie de Jésus pour une Europe basée sur des droits humains, la liberté et la solidarité.*

JESC is currently in the process of preparing a new project called European Leadership Programme (ELP). The ELP will offer young professionals a scheme covering work experience, leadership training, Catholic social teaching and engagement, spiritual accompaniment and living together. We are looking for an intern to join our team for an initial period of 7 months in order to be able to join the ELP later in 2019.

#### FUNCTION DESCRIPTION

We are looking for an intern to oversee the legal aspects of our organization. You will safeguard and support our work and its credibility by guaranteeing that our organization strictly follows law guidelines and give legal advice to management and team members of the organization about all relevant legal issues. Your role is to create and maintain a pleasant work environment, ensuring high levels of organizational effectiveness, communication and safety.

#### TASKS

##### Legal tasks responsibilities

- Give counsel to the team of the organization in a variety of legal topics
- Specify internal governance policies and regularly monitor compliance
- Take care of all relevant legal issues including legal management of the ELP
- Assemble, catalogue, digitize and archive legal documents from past years
- Handle communication with clients
- Locate and develop case relevant information
- Give accurate and timely counsel in a variety of legal topics (European and Belgium law)
- Research and evaluate different risk factors regarding the decisions of organization
- Draft and solidify agreements, contracts and other legal documents to ensure the organization's full legal rights
- Provide clarification on legal language or specifications to everyone in the organization
- Maintain current knowledge of alterations in legislation

The successful candidate will be part of a small, international, self-managed and highly motivated team, currently defining all aspects of the emerging European Leadership Programme. The successful candidate is expected to actively take part in this start-up-like process in order to develop his/her leadership skills based on own initial professional background of a legal officer.

## PROFILE

- Bachelor's or Master's Degree in Law
- Excellent knowledge of Belgium Labour law and Business law
- Good knowledge of computer literacy (Word, Excel, PowerPoint,...)
- Excellent knowledge of French (native, if possible) and English
- The candidate should be of minimum 23 years old and of maximum 28 years old
- Desire to learn to work efficiently in the "European bubble" law ecosystem
- Ability to be Flexible and go beyond Job Description to perform other duties and gain new valuable skills

## EMPLOYMENT

### o General

- Office hours to be determined by JESC's *règlement de travail*
- Mentorship to be provided by a partner institution
- Location: European Quarter Brussels
- Expectations: Do not apply if you expect this position to be a Brussels-bubble all-is-provided internship. Do apply if you are willing to endure, and benefit from, the occasional challenges of an NGO-type start-up using simple tools and modest material conditions.

### o Contract (38hrs/week):

- Duration: until 31 December 2018 (with a possibility of one extension)
- Reimbursement of apx. €1.400/month (net)

### o Expected start date: 18<sup>th</sup> of June 2018.

### o Application

- Should include:
  - o *Curriculum Vitae*;
  - o Letter of Intent in English explaining your competency for this position;
  - o Essay in French (of about 500 words) outlining two of your main achievements? Please describe what they were, the process you went through and their positive outcomes for you and other people;
  - o List of two references (one personal and one work-related);
  - o A short (2-3 minute) video self-presentation in English or French: Explain how you will go beyond your particular role as Legal Officer in order to build up the JESC team as a whole..
- Should be submitted to [this form by 4th of June](#) 2018 at 10am (a google account may be needed to submit the form)
- Only candidates with a right to work in **EEA** countries will be considered
- Only candidates selected for exams and interviews will be contacted