

Event Management Trainee

Location: Brussels

Employment Type: Full-time traineeship

Start Date: From 1st July 2025 (6 months with possibility of extension)

About the Global Renewables Alliance:

The Global Renewables Alliance (GRA) serves as the unified voice of the renewable energy industry on the global stage. Our mission is to inspire action, foster collaboration, and accelerate the transition to a renewable energy future. Through impactful events, strategic campaigns, and meaningful partnerships, we drive global conversations and innovations in clean energy.

The GRA was founded by leading organizations in the renewable energy sector, including the Global Wind Energy Council, Global Solar Council, International Hydropower Association, Green Hydrogen Organisation, Long-Duration Energy Storage Council, and the International Geothermal Association. Together, these global bodies have come together to amplify the private sector's role in the energy transition. Our collective goal is to triple global renewable energy capacity by 2030, reaching at least 11,000 GW, and build a sustainable future powered by renewables.

Key tasks and development:

Reporting to the Event Manager, you will support and develop your skills through a range of GRA event coordination activities:

- Assist in the planning, logistics, and execution of GRA's international events coordination including GRA's Global Renewables Summit (GRS) and this year's COP30, and other meetings
- Liaise with venues, suppliers, and partners to ensure smooth event operations
- Support in preparing event materials such as programmes, signage, name badges,
- Coordinate participant communications, including invitations, registrations, and follow-ups
- Contribute to the development and implementation of event promotion strategies
- Liaise with GRA's communications team as well as other teams to ensure effective events collaboration

- Support on-site event coordination, including registration desk management and troubleshooting
- Maintain GRA's event contacts database as well as post-event feedback and reporting processes

Qualifications:

To fit this role, it is essential to have:

- A completed bachelor's degree in a related field (e.g. event management, business, communications, politics, international relations, sustainability, energy and climate)
- A very high level of written and spoken English; additional languages—particularly French, Spanish, or Portuguese are an asset
- Enthusiasm for, and interest in, renewable energy
- The ability to learn fast, be proactive and adapt to a variety of tasks
- Strong organizational skills and attention to detail
- Excellent Office skills (particularly Excel and Power Point), experience with Canva and Adobe programs is an asset
- A collaborative attitude and being a team player

To fit this role, it is beneficial to have:

- A completed master's degree in a related field (e.g. event management, business, communications, politics, international relations, sustainability, energy and climate)
- Previous experience in event coordination or project support

What We Offer:

- A CIP traineeship agreement with monthly remuneration and transport benefits
- Opportunities to kick-start your career and develop new skills
- Exposure to international stakeholders from around the world and across sectors
- The chance to follow and contribute to global clean energy policy developments
- A collaborative, inclusive work environment focused on professional growth
- The opportunity to be part of a movement shaping the future of energy
- Office space in a centrally located Brussels co-working environment with excellent amenities and benefits

To be eligible for this role, a valid work permit for the EU/Belgium is required.

How to Apply:



Interested candidates are encouraged to submit their resume and cover letter to events@globalrenewablesalliance.org by **15 May 2025**. Please include "Events Trainee – Global Renewables Alliance" in the subject line.

Diversity, Equity, and Inclusion

At the **Global Renewables Alliance**, we celebrate and embrace diversity in all its forms. We believe that a wide range of perspectives strengthens our ability to drive innovation and create lasting change. We are committed to fostering an inclusive environment where everyone—regardless of race, ethnicity, gender identity, sexual orientation, age, ability, or background—feels valued, respected, and empowered to contribute to a renewable energy future.