

Project Assistant - EU Projects and Advocacy

Overview Terms & Conditions

- **Position:** Project Assistant
- **Reports to:** Projects Coordinator
- **Availability:** Full-time from Mon-Fri (38hrs/week)
- **Location:** In-person, Brussels office
- **Reimbursement:** Scholarship program, for example:
 - *For Spanish candidates: PICE grant of the Spanish Chamber of Commerce*
 - *For other candidates: Erasmus+ Traineeship*
- **Start date:** As soon as possible
- **Office attire:** Smart business
- **Duration:** Minimum of 6 months, up to 1 year

What will this position entail?

The main tasks and responsibilities as a Project Assistant will include:

- Assist in managing EU projects and advocacy initiatives on active citizenship, soft skills development, student housing and youth policies (desk research, administrative support, project management, and event management);
- Assist in writing EU project proposals (CERV, ERASMUS+, ESC);
- Monitor youth, education and housing policies and attend and report on meetings from EU institutions or other stakeholders.
- Maintain engagement with members of the network, partners and stakeholders, including students, civil society organizations and student affairs professionals.

Candidate Profile

- Bachelor's or Master's degree student, or recent graduate;
- Engaged in extracurricular activities;
- Experienced in event management, EU projects, advocacy or public affairs;
- Fluent in English for oral and written interactions (min. C1); knowledge of Italian is an asset.

- Walks the extra mile: possesses a general can-do attitude, takes initiative, and is willing to go beyond what is stated or expected;
- Proven interest in EU affairs;
- Excellent writing skills for preparing reports, briefs, or EU project proposals;
- Ability to take on and fulfill responsibilities assigned, both in coordination with colleagues, but also delivering results or proposing solutions autonomously to get the job done;
- Good organizational skills: mainly in time management. Detail-oriented and able to oversee or juggle multiple projects simultaneously.

Joining EuCA, you will develop...

1. The value of going the extra mile;
2. Experience in the field of EU projects and advocacy;
3. Fact-finding abilities and development of writing skills for clear documentation.
4. Good organizational skills: time management, being detail-oriented, and multitasking by juggling multiple projects simultaneously;
5. Technical and editing skills and use of online software (Zoom, Google Drive, Canva, etc.).

Application Procedure

To apply, please send an email to a.massari@euca.eu with:

- **CV** on 1 page;
- **A cover letter** explaining why you would like to join the team.

Applications will be reviewed on a **rolling basis** until the position is filled. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

A career with us

The European University College Association - <https://www.euca.eu>, acts as a springboard for young people who want to pursue an **international career** or are keen on **EU affairs, education or youth policies**. Recent graduates or students from our network are invited to join us for an immersive international experience!

As part of EuCA, you will work in a **European non-profit environment**, contributing to initiatives that support students and student affairs professionals across Europe, while gaining first-hand experience in international cooperation, EU projects, and advocacy.



We are looking for a proactive, resourceful, and motivated colleague who is eager to contribute to EucA's mission and to the wider development of the European student affairs field. You will work with universities, colleges, and international stakeholders, and your ideas and perspective will be valued in shaping EucA's future initiatives.

About EucA

The European university college Association (EucA) is a Brussels-based network committed to supporting internationalisation in higher education by promoting student engagement, leadership development, and active citizenship across Europe.

Spanning 18 countries, EucA connects university colleges, residences, and universities to strengthen collegiate life across Europe. Thanks to the exchange of best practices and the development of high-quality events, services, and projects, EucA is driving success for students and professionals in Student Affairs.

For more information, please send an email to: a.massari@euca.eu