

Digital Communications Assistant

Overview Terms & Conditions

- **Position:** Digital Communications Assistant
- **Reports to:** Communications Director
- **Availability:** Full-time from Mon-Fri (38hrs/week)
- **Location:** in person, Brussels office
- **Duration:** Min. 6 months (with possibility of extension)
- **Financial compensation:** 1,200€ (for min. 6 months, with scholarship)
 - For example, with Erasmus+ Traineeship (check conditions with your Career office at your University)
 - *For Spanish candidates: PICE grant of the Spanish Chamber of Commerce*
- **Start date:** As soon as possible. By mutual agreement with the chosen candidate
- **Office attire:** Business casual
- **Required Professional Experience:** Min. 1 year of experience in a similar role

Summary:

The EucA Communications team is looking for an intern to work closely with the Communications Director to implement 360° of the corporate and project-related communications.

In this role, you will have the opportunity to help develop the Communications strategy through different channels (Newsletter, Social Media, Website, etc) and to bring forward the key messages to our target audience.

A fresh and young team is waiting for you!

What will this position entail?

The main tasks and responsibilities of this position will include, but are not limited to:

- Implement the **communication strategy** through the different channels, overseeing online and offline communication, external and internal general communications
- Propose and execute updates to the **website** to ensure content is fresh, timely, and relevant
- **Newsletters** (monitoring, drafting, mailing lists, etc.)
- Draft and design **publications** and other communications material to support the EucA visual presence (f.i. posters, newsletter material, brochures, one-pagers, and infographics)
- **Social Media Management**- Develop creative and visual content (graphics, videos, and copywriting) for the EucA Social Media Channels, crafting the EucA voice online
- Development of **online marketing strategies and campaigns** for services and events
- **Dissemination of EU projects**
- Assistance in the organization, planning, and promotion of international events for students and SAS professionals
- Support in developing new relationships with members and maintaining the existing ones
- Community Management on Social Media (Facebook, Twitter, Instagram, LinkedIn)
- Measuring analytics and impact.

Candidate Profile

- Professional Experience: Min. 1 year experience in the field of social media, digital communications, and Marketing
- Bachelor's or Master's recent graduate in Marketing, Communications, International Relations, or similar with strong experience in Digital Communications
- Fluency in English and excellent writing skills (min. C1). Other languages are an asset
- Excellent written and spoken Communications Skills
- Creativity, the capacity to convey complex concepts through simple words
- Flexibility, out-of-the-box thinking, resilience.
- Basic familiarity, or at a minimum, interest in Europe, Higher Education, and EU policies on youth



- Familiarity with websites and Social Media management (min. Canva and Capcut / optimal: Adobe Photoshop, Adobe Illustrator, Adobe Premiere, DaVinci Resolve, etc.)
- Advanced knowledge of Photo and Video Editor tools
- Advanced digital, visual, and graphic design skills
- Ability to learn fast and deliver results in a collaborative team
- Organisational skills: time management and being detail-oriented

TIP: Creativity and resilience are very welcome! Familiarise yourself with the EucA projects before you continue reading. Have a look at the website and our EucA social media pages to learn more about us.

Joining EucA, you will develop...

Working closely with our Communications Director, you'll contribute to the association's communication activities and support ongoing marketing and development projects.

This is an excellent opportunity to gain hands-on experience in communications to explore the higher education sector while working in a dynamic, international environment.

- The ability to take ownership of assigned responsibilities, working both independently and in coordination with colleagues and partners across different countries.
- A proactive, solution-oriented mindset, with the confidence to take initiative, go the extra mile, and help move work forward in a dynamic international setting;
- Solid organisational skills, especially in time management, attention to detail, and the ability to manage several tasks and projects at the same time;
- Practical digital and editing skills, including the use of collaborative online tools such as Google Drive, Canva, Loom, and other platforms commonly used in international teamwork, AI solutions included.

Application Procedure

To apply, please send to mg.palocci@euca.eu.

1. a one-page CV;
2. a cover letter explaining why you would like to be our next colleague and what contributions you foresee to advance our teamwork;
3. a portfolio of your experience in Social Media management, or graphic design and video production, in case you have one.

NB: Please note we will evaluate your application material, so make sure you research our work well based on the information on this website and our social media channels.

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 **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, education, and youth engagement.

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 17 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 about EucA, please send an email to: info@euca.eu