



PROJECT OFFICER INTERNSHIP

Learn and experience all about the international work of a European NGO in the field of Education! Follow the work of EU institutions, network with peer education associations, manage our contacts with our members and students from all over Europe, assist in writing project proposals and managing EU projects, and of course participate and organise new learning experiences for students or student affairs professionals!

TASKS

- Organize from start to finish career services or citizenship events for students;
- Assist in organizing professional development initiatives for student affairs professionals (marketing, prepare event and post-event materials);
- Assist in managing EU projects on soft skills development, career services, residence life or student affairs (desk research, dissemination, administrative support and project management);
- Assist in writing EU projects proposals;
- Monitor youth and education policies, attend and report on meetings from EU institutions or other stakeholders.

CANDIDATES' PROFILE:

1. Graduates part of EucA's member network;
2. Fluency in English for oral and written interactions (min. C1 English);

INTERNATIONAL CAREER FAIR

3. Proven interest in EU affairs, active citizenship, soft skills learning or student affairs;
4. Keen interest in thorough fact-finding and very good writing skills for preparing reports, articles, new initiatives or EU project proposals;
5. Ability to take on and fulfill responsibilities assigned, both in coordination with colleagues, but also delivering results or propose solutions autonomously to get the job done;
6. Walk the extra mile: a general can do attitude and willingness to go beyond what is stated or expected;
7. Good organizational skills: mainly time management, being detail oriented, and ability to oversee or juggle multiple projects at the same time.

SUMMARY TERMS & CONDITIONS

- Position: Project Officer
- Reports to: Secretary-General
- Capacity: Full-time (38hrs/week)
- Location: Online
- Duration: 2 months with a possibility of renewal to full time position in Brussels (6-12 months)
- Reimbursement: 250EUR (online), 1.000EUR (in person, once confirmed)