

# TRAINEESHIP AT EAEA

Are you interested in adult learning? Would you like to find out more about advocacy and project work in a European NGO? Join our multicultural office in the heart of Brussels!

The European Association for the Education of Adults (EAEA) is the voice of non-formal adult education in Europe. We are a European NGO with 133 member organisations in 43 countries and we represent more than 60 million learners Europe-wide.

## WHAT WE OFFER

EAEA is currently looking for a trainee who could join the Brussels office in February/March 2019 and stay for 3-4 months. As a trainee you will have a possibility to visit European institutions, to attend European conferences and meetings and to establish contacts with other European associations.

Please note that the costs have to be covered by the sending organisation or by applying for a grant, for example under an Erasmus+ or Eurodyssey internship mobility programmes. As a receiving organisation, EAEA will provide a daily allowance and reimbursement of the daily commute.

## TASKS

- Supporting the secretariat in communication tasks: following up on the European elections campaign, the EAEA Grundtvig Award, preparing infographics and drafting articles, updating the website
- Assisting in EAEA projects: supporting online courses delivered by EAEA and other partners, supporting the research phase of a project on the future of adult education, following up on and disseminating project developments via EAEA communication channels

- Helping in the preparation of events

- Collecting best practices on life skills and participation in adult learning

## REQUIREMENTS

- Excellent command of English, a reasonable French is an asset
- Very good writing skills
- Good IT skills
- Ability to work independently
- Ability to work creatively in a multicultural team
- Interest in adult learning and cross-sectoral topics, such as digitalization, democracy and blended learning

## HOW TO APPLY

If interested, please send your CV and motivation letter to Matthias Jaspers at [matthias.jaspers \(at\) eaea.org](mailto:matthias.jaspers@eaea.org) by 15 February.

