



EUROPEAN ASSOCIATION FOR
THE EDUCATION OF ADULTS

The European Association for the Education of Adults (EAEA) is looking for a

PROGRAMMES AND EVENTS ASSISTANT

from April/May 2022 for 6 to 12 months.

This position is open to recent graduates.

TASKS

- Support in organising EAEA events and conferences, especially in communication tasks
- Support in organising EAEA capacity-building activities: online and on-site training programmes, study visits
- Researching resources, events and other information online and through EAEA's network
- Supporting Head of Capacity Building and Head of Programmes in daily tasks

SKILLS AND EXPERIENCE

- Knowledge about and experience with (non-formal) adult education, e.g. through university studies in adult education
- Experienced in writing reports and doing research into topics related to adult education
- Experienced in drafting and editing online articles and creating promotional content for websites and social media highly desirable
- Knowledge about the Erasmus+ and ESF+ programmes highly desirable
- Knowledge about online training and event tools and facilitation highly desirable
- Strong organisational skills and ability to juggle different tasks and deadlines
- Excellent written and spoken English
- Fluency in French or Dutch an asset
- Good ICT skills and interest in learning new digital tools and software
- Ability to work effectively in a team environment
- Willingness to travel

European Association for the Education of Adults (EAEA)

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OFFER

- Full-time contract “Convention d’Immersion Professionnelle” according to Belgian law; maximum one year for persons from outside Belgium and maximum 6 months for persons with legal residence in Belgium
- Gross salary of around 1000,00 EUR/month (no taxation and social security charges)
- 7,00 EUR/working day daily allowance
- Brussels public transport covered
- 25 annual leave days (pro rata) + office closure between Christmas and New Year
- Non-formal and informal learning opportunities, for instance through our annual Younger Staff Training and an opportunity to participate in a training abroad

Please send your CV and motivation letter to eaea-office@eaea.org until 14 April 2022 with the subject ‘Job application CIP [SURNAME NAME]’.