

## Vacancy:

# EUROCHILD EVENTS & ADMINISTRATION INTERN

## October 2021 – March 2022

**Eurochild** is an international non-governmental organisation based in Brussels, which promotes the well-being and rights of children and young people at the European level and, through its membership, in the European countries. We are supported financially by the European Commission.

**We are looking for** a motivated individual with keen interest in event organisation and general administration. This is an opportunity for those wanting to develop their work experience in these fields and to get to know how an international NGO works. **The Events & Administration Intern** will work directly with the Director of Operations, the Events & Operations Officer and other members of our team. Interns are part of the secretariat team and are expected to contribute to the overall work of Eurochild.

**Internship period:** October 2021 – March 2022

(6 months, according to availability - ideally starting from Monday 4<sup>th</sup> October 2021)

**Location:** Eurochild Secretariat, Brussels.

Due to Belgian rules, we regret not to be able to open this position to non-EU citizens.

**Remuneration:** Our interns receive a monthly standard remuneration (estimated €800 + local public transport cost of €49/month)

### Responsibilities:

The Events & Administration Intern will provide logistical and administrative assistance to support the smooth running of the Eurochild Secretariat and network. This will include diverse tasks such as:

- assist with all aspects of logistical planning, coordination and administration of events
- support event registrations, related administration and communication with participants
- based on an internal training, support team members with technical hosting of online meetings
- create, maintain and update event files and documents
- maintain, clean and update the secretariat's membership, events and service provider databases
- support office management and general administration



## Candidate requirements:

### Essential

- Keen interest in event organisation and general administration
- Strong organisational and time management skills, ability to multitask, and high attention to detail
- Strong computer skills, especially Microsoft Word, Excel and Outlook, and a willingness to learn to use and help us update and improve Eurochild's various online tools and databases
- Good spoken and written English is a requirement; other EU languages are an asset

### Desirable

- Relevant educational background or work experience in administration or events
- Experience with use of CRM tools or databases (such as salesforce)
- Experience with use of online events platforms (such a zoom)
- Strong interpersonal and communication skills

### **Are you interested?**

#### **To apply:**

Please complete **this [online form](#)** in English, add your CV (pdf) and submit.  
Deadline for applications: **5<sup>th</sup> September 2021, midnight (CET).**

**Only short-listed candidates** will be notified and invited to **online interviews** (via skype planned for 10<sup>th</sup> & 13<sup>th</sup> September). The successful candidate is expected to start in October 2021.

If you are not contacted by us by 9<sup>th</sup> September, please assume you have not been selected for the interviews. We thank you for your interest in Eurochild and wish you every success in your future.

**Confidentiality:** All information given upon application will be treated in a confidential manner and according to [Eurochild's privacy policies](#).

Eurochild is an equal opportunity employer. We are guided by the principle of non-discrimination on any ground, and we apply such principle in our day-to-day operations and in our employment practices.