



EUROPEAN ASSOCIATION FOR
THE EDUCATION OF ADULTS

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

PROJECT AND POLICY ASSISTANT

from September 2019 to August 2020.

This position is open to recent graduates.

Skills and experience:

- Knowledge about and experience with (non-formal) adult education, e.g. through university studies in adult education
- Experience in writing reports and doing research into topics related to adult education
- Experience in drafting and editing online articles and creating promotional content for websites and social media highly desirable
- First experience with work in Erasmus+ projects, especially KA2 (strategic partnerships), highly desirable
- Ability to juggle different tasks and deadlines
- Excellent written and spoken English and very good Spanish skills
- Good ICT skills
- Ability to work effectively in a team environment
- Willingness to travel

Our 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
- Contribution to public transport costs
- 25 annual leave days (pro rata) + office closure between Christmas and New Year
- Training on adult education in the EU at the EAEA Younger Staff Training in September 2019, and other non-formal and informal learning opportunities

Please send your CV and motivation letter to eaea-office@eaea.org until 7 August 2019 with the subject ‘Job application Policy Assistant [your surname]’.

European Association for the Education of Adults (EAEA)

Mundo-J, Rue de l’Industrie 10, B-1000 Brussels / Tel: +32 2 893 25 22 / eaea-office@eaea.org / www.eaea.org