

EURASHE is hiring a

## Communications and Events Assistant

**EURASHE** is the **European Association for the Applied Sciences in Higher Education**, the leading voice for applied sciences and professional higher education in Europe. We are a European association representing over 70 members (universities, colleges, Higher Education institutions) from across Europe and beyond, advocating for their interests vis-à-vis European institutions. Founded in 1990, EURASHE has a mission to promote the value of applied higher education at both national and European levels, committed to fostering international cooperation and enhancing the global engagement of its member institutions. Through these efforts, EURASHE contributes to the advancement of higher education and research, and in particular its role in meeting societal and economic challenges.

EURASHE is looking for a motivated **Communications & Events Assistant** to join its dynamic team in Brussels. This is a full-time, paid internship position for 6 months from January to July 2025 (contract: Convention d'Immersion Professionnelle). The selected candidate will be based in the EURASHE office in the city centre of Brussels.

### Roles and Tasks

We are looking for a motivated and independent profile who is passionate about communications, social media, and keen to contribute to making our Association's events a success.

The Communications and Events Assistant will closely cooperate with and under the responsibility of the Communications and Events Manager, while also collaborating with the rest of the Secretariat staff. The ideal candidate possesses strong flexibility, creativity, autonomy, and the ability to take initiative on the tasks assigned to them.

- Assist with communications-related tasks, such as:
  - drafting the weekly and monthly newsletters;
  - managing EURASHE's Social Media accounts (LinkedIn, Facebook, YouTube);
  - maintaining and updating the EURASHE website;
  - drafting and sending targeted e-mailings;
  - preparing the layout of publications;
  - developing content and communication materials (e.g. infographics, visuals);
  - disseminating project results.
- Assist in tasks related to the organisation of the EURASHE Annual Conference and other small-scale events (webinars, seminars, workshops, internal meetings, etc.), such as:
  - coordinating with speakers, event partners, and service providers;
  - managing registrations.

## Desired profile

### Must-have:

- Bachelor or Master's degree (recent graduate, maximum 12 months prior to applying);
- Strong writing and editing skills;
- Excellent command of English, both spoken and written;
- Interest in communications and event planning;
- Good communication, organisational and interpersonal skills;
- Active and creative approach to tasks, ability to take initiative;
- Able to work independently and with minimal supervision;
- Flexibility and attention to detail;
- Willingness to travel.

### Assets:

- Previous experience in an international, multicultural environment;
- Working knowledge of languages other than English;
- Previous experience in communications, event planning, or project management;
- Knowledge of graphic design programmes (e.g. Adobe InDesign, Canva, Photoshop) and CRM/marketing softwares (e.g. Mailchimp, HubSpot, Constant Contact);
- Ability to shoot and edit videos or interest to self-learn;
- Understanding of EU decision-making processes and institutions.

## Timeline

- Deadline for applications: **31<sup>st</sup> October 2024**
- Interviews: **20<sup>th</sup> & 21<sup>st</sup> November 2024 (online)**
- Internship: **13<sup>th</sup> January to 13<sup>th</sup> July 2025**

## Application process

Applicants must possess the right to work in Belgium.

If interested, send your CV and a short (1-page) motivational letter to [jobs@eurashe.eu](mailto:jobs@eurashe.eu) by **31<sup>st</sup> October 2024 at 23:59**.