



EUROPEAN ASSOCIATION FOR  
THE EDUCATION OF ADULTS

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

### **POLICY AND PROGRAMME ASSISTANT**

from March 2021 to March 2022.

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 medias 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
- Good ICT skills
- Ability to work effectively in a team environment
- Willingness to travel (once possible again)

#### **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

Please send your CV and motivation letter to [eaea-office@eaea.org](mailto:eaea-office@eaea.org) until 10 January 2021 with the subject ‘Job application Policy and Programme Assistant [your surname]’.

**European Association for the Education of Adults (EAEA)**

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