

# TRAINEESHIP AT EAEA

Are you interested in adult learning? Would you like to find out more about advocacy and project work in a European NGO? Join our multicultural office in the heart of Brussels!

The European Association for the Education of Adults (EAEA) is the voice of non-formal adult education in Europe. We are a European NGO with 120 member organisations in 43 countries and we represent more than 60 million learners Europe-wide.

## WHAT WE OFFER

EAEA is currently looking for a trainee who could join the Brussels office in August/September 2022 and stay for 3-6 months. As a trainee you will have a possibility to attend European conferences and meetings (online or face-to-face, if possible) and to establish contacts with other European associations.

Please note that the costs have to be covered by the sending organisation or by applying for a grant, for example under an Erasmus+ or Eurodyssey internship mobility programmes. As a receiving organisation, EAEA will provide a daily allowance and reimbursement of the daily commute.

## TASKS

- Supporting the secretariat in communication tasks: following up on social media campaigns, preparing infographics and drafting articles, updating the website
- Assisting in EAEA projects: support in developing policy recommendations and other project outputs, following up on and disseminating project developments via EAEA communication channels

- Helping in the preparation of events (online and face-to-face, if possible) and attending the EAEA Younger Staff Training in September 2022

- Collecting and summarizing best practices on transformative learning and values, sustainability and digitalisation; drafting EAEA annual country reports

## REQUIREMENTS

- Excellent command of English, a reasonable French or Dutch is an asset
- Very good writing skills
- Good IT skills
- Ability to work independently
- Ability to work creatively in a multicultural team
- Interest in adult learning and cross-sectoral topics, such as digitalisation, sustainability and blended learning

## HOW TO APPLY

If interested, please send your CV and motivation letter to our Operations Coordinator, Matthias Jespers at [matthias.jespers \(at\) eaea.org](mailto:matthias.jespers@eaea.org) by 28 February.



EUROPEAN ASSOCIATION FOR  
THE EDUCATION OF ADULTS