Vacancy Notice

Project Assistant

The European Trade Union Committee for Education, Equal Opportunity Employer invites applications for a fixed-term of one year as Project Assistant in Brussels with a start as soon as possible.

About ETUCE

The European Trade Union Committee for Education (ETUCE) is a federation of 121 education trade unions in 48 countries, representing 4 million members all over Europe. We are the social partner for teachers and other education personnel at European level, and a defender of their interests towards the European Commission and other European institutions.

ETUCE is composed of national trade unions of teachers and other staff in all parts of the education sector: early childhood education; primary education; secondary education; vocational education and training; higher education and research. The member organisations cover both EU and non-EU states.

Role

Project management, involving planning, application, implementation, monitoring, and technical reporting of ETUCE-led projects.

The employee will work under the supervision of the European Director and assist the policy and finance coordinators on activities related to EU-funded projects led by ETUCE. This is an ideal position for a junior profile and has a potential of career project.

Experience

- 1-3 years of relevant experience in project administration or coordination, ideally in NGOs, trade unions, or EU-funded projects;
- Practical experience with grant-funded projects, including application; implementation, compliance, reporting, and liaising with partners;
- Background in event and meeting organisation, including logistics, documentation, and follow-up;
- University degree, possibly in political science, EU affairs, and international relations.

Skills

- Strong writing, public speaking, and communication skills;
- Strong organisational and project management skills;
- Fluency in English and possibly in other European languages;
- Prior experience working in NGOs, trade unions, European Social Dialogue projects;
- Personal commitment to the values of ETUCE and the trade union movement.

Tasks

- Assist relevant policy coordinators and financial coordinator with the planning and preparation of project applications of projects led by ETUCE;
- Planning, implementing, and monitoring the deliverables, and ensuring compliance with grant agreements of the ongoing projects led by ETUCE;
- Handling the day-by-day activities of relevant projects (e.g. organising activities, drafting agendas and activity reports, liaising with project partners, drawing up call for tenders for subcontractors, etc.);
- Carrying out practical organisation and follow-up of meetings, events and trips including assisting with invoices and reimbursements;
- Organising and maintaining a good filing and archive system of the projects led by ETUCE;
- Liaising with relevant ETUCE colleagues (i.e. policy coordinators, administrative and communication staff, and finance coordinator) to ensure the smooth running of project activities;
- Ensure continuous and periodic reporting and follow-up in collaboration with relevant ETUCE colleagues;
- Maintaining relations with ETUCE member organisations involved in the projects' activities.

What we offer

Fixed-term of one year as Project Assistant in Brussels, with the possibility of a prolongation at the end of the term subject to funding availability. An attractive salary of € 3 402.27 gross per month with health and travel insurance, pension scheme, meal vouchers, teleworking agreement, and local transport subscription as laid down in the ETUCE Staff Collective Agreement.

Since ETUCE works throughout Europe, some travel activities may be required.

Applications including a cover letter and CV must be submitted **by 12th February 2026 to** job@etuce.org

Please note only shortlisted candidates will be contacted.