



Education International
Internationale de l'Éducation
Internacional de la Educación
Bildungsinternationale



ETUCE – European Trade Union Committee for Education
Education International - European Region

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Internship Opportunity at European Trade Union Committee for Education (ETUCE), Brussels

ETUCE is looking for one intern for its Secretariat in Brussels starting from 1 September 2023 for a 5-month period (10-month internships are also possible).

Applicants must be students.

About ETUCE

ETUCE is the teachers' voice in Europe and represents 127 education trade unions in Europe, i.e., 11 million teachers, academics, and other education personnel at all levels of education. ETUCE acts as an agent for the interests of its member organisations towards the EU institutions in Brussels, and further seeks to promote and coordinate international cooperation among its member organisations. The fields of work for the secretariat mainly concern education and labour market policies in all areas of the education sector in Europe. ETUCE is a European Social Partner and a European Trade Union Federation within the European Trade Union Confederation (ETUC). ETUCE is the European Region of Education International, the global trade union federation for education.

The position

The position is with the **Coordinator on the topics of Social dialogue, Economic Policy and Governance** and **Programme Officer for Digitalisation and Occupational Health & Safety**. A part of the internship is also carried out in cooperation with the other coordinators and colleagues. Furthermore, as is common for all ETUCE employees, help with other practical tasks in the office is expected.

Specific Tasks

On topics of Social dialogue, Economic Policy and Governance:

- Support the monitoring of the development of the EU education, economic, labour market and social policies
- Assist in the preparation of, and follow-up of the Education Sectoral Social Dialogue Committee meetings
- Assist in the preparation of internal and external notes on labour market policy, economic policy and governance and social dialogue within the EU.
- Assist in the preparation of, and follow-up of conferences and seminars including drawing-up of reports and minutes

- Assist in the implementation of ETUCE projects on social dialogue and on economic governance
- Prepare newsletter articles and other information tasks
- Accomplish varying office tasks

On topics of Digitalisation and Occupational Health & Safety:

- Support the monitoring of the development of policies on digitalisation and health & safety in education in Europe.
- Assist in the preparation of internal and external notes on digitalisation and health & safety policies.
- Assist in the preparation of, and follow-up of conferences and seminars including drawing- up of reports and minutes.
- Assist in the implementation of ETUCE projects on digitalisation and health & safety in education in Europe.
- Assist in the preparation of project applications for EU funding of ETUCE projects on digitalisation and health & safety in education
- Prepare newsletter articles and other information tasks.
- Accomplish varying office tasks.

The ETUCE Secretariat in Brussels is a relatively small French and English-speaking secretariat, which values an informal tone, a close collegial spirit, as well as a high level of quality in its work. ETUCE organises a part of its conferences and meetings in countries across the EU, therefore travelling can be expected as part of the assignment.

Requirements for the application

You are invited to apply to this position if you:

- are following an education programme and have a bachelor/undergraduate degree from a university or are well underway with your university studies
- possess high level English skills, both orally and in writing, while knowledge of French is welcome
- have an interest in education and labour market policy, union policy and EU policy
- are thoroughly versed in EU institutions and work processes
- have good information and communication skills

Terms of Employment

The internship position is on a full-time basis. Interns are entitled to a reasonable financial contribution, a monthly local transport pass and the flight/train ticket (economy/second class) to/from Brussels at the beginning and end of the internship. Interns are covered under ETUCE’s travel and accidental insurance plans during their internship period.

Deadline for application

Applicants must apply before **27 April 2023** using the [online tool](#) and can apply for one or more internships at the same time. Please ensure that you are using a valid email address.

For further information about the positions, please contact the ETUCE Secretariat at the email address internships@csee-etu.org or at this number + 32 222 40 689.

