



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



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

President  
Larry FLANAGAN

Vice-Presidents  
Odile CORDELIER  
Andreas KELLER  
Trudy KERPERIEN  
Dorte LANGE  
Branimir STRUKELJ

Treasurer  
Joan DONEGAN

European Director  
Susan FLOCKEN

ETUCE-CSEE  
Boulevard Bischoffsheim 15  
1000 Brussels | BELGIUM  
secretariat@csee-etuice.org  
+32 2 224 06 92

## 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 2022 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 focuses on EU-level education and labour market policies in all education sectors 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 internship position is with the Coordinator on the topics of Working conditions, Human Rights, Equality, and Environment. A part of the internship is also carried out in cooperation with other colleagues. Furthermore, as is common for all ETUCE employees, help with other practical office tasks is expected.

### Specific Tasks

On topics of Working conditions, Human Rights, Equality, and Environment

- Support the monitoring of EU policy on equality, inclusion, democracy, and environment and EU education policy in relation to these topics.
- Assist in the preparation of internal and external notes on equality, inclusion, democracy, and environment issues in education and labour market policies, in Europe.

- Assist in the preparation of, and follow-up of conferences and seminars including drawing-up of reports and minutes.
- Assist in the preparation of project applications for EU funding on equality, inclusion, democracy, and environment issues in education.
- Assist in the implementation of ETUCE projects on these topics.
- Prepare newsletter articles and other information tasks.
- Accomplish varying office tasks

The ETUCE Secretariat in Brussels is a relatively small 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 while taking into consideration the measures in the COVID-19 crisis.

### **Requirements for the application**

You are invited to apply to this position if you:

- are following an education programme in related subject to the tasks, have a bachelor/undergraduate degree from a university and are well underway with your university studies;
- possess high level English skills, both orally and in writing, while knowledge of French, German, Spanish and Russian are welcome;
- have an interest in education and labour market policy and trade union policy;
- have interest and thorough knowledge on EU policy development and work processes, EU level advocacy and lobbying;
- have good analytical 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 using the online tool ( <https://ecv.microsoft.com/QkxJp3axGm>) before 31 May 2022. 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](mailto:internships@csee-etu.org) or at this number + 32 222 40 689.