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ETUCE

European Trade Union Committee for Education EI European Region

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

ETUCE is looking for an intern for its Secretariat in Brussels starting from 15 September 2021 for a six-month period (an extension for an eleven-month period is possible) months.

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 Senior Policy Coordinator for Education and Training Policy. 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

- Support the monitoring of EU education and training policy development which have impact on teachers, education staff and education trade unions.
- Assist in the preparation and follow up of internal and external events (agendas, draft discussion papers, draft research paper, etc.).
- 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 and partner projects on these topics especially on school leadership, vocational education and training and higher education.
- Prepare policy and research related articles.

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

The application must be in English and is to be sent to job@csee-etuice.org before 05 September 2021.

For further information about the positions, please contact the ETUCE Secretariat at the email address above or at this number +32 2 224 06 91.