



Digital Communications Assistant

Overview Terms & Conditions

- **Position:** Digital Communications Assistant
- **Reports to:** Communications Director
- **Location:** Brussels, Belgium
- **Organization:** European university college Association (EuCA)
- **Compensation:** €1,200/month
- **Additional Note:** Erasmus+ traineeship students and graduates are welcome. Remote candidates are not accepted.

Position Overview

EuCA is seeking a dynamic and creative Digital Communications Assistant to support our communications efforts across digital platforms, together with a Communications Manager and the Communications Director. This is an exciting opportunity for a motivated young professional who is passionate about communications, European affairs, education, and digital storytelling.

Key Responsibilities

- Assist in managing and growing Euca's **social media channels** (Instagram, LinkedIn, TikTok, etc.), collaborating with the whole team to ensure consistent brand voice and visual identity.
- Support the development of **digital content**, including copywriting, graphics, short videos, etc.
- **Newsletters** management (content planning, design coordination, scheduling, and distribution to subscribers)
- Maintenance and organization of **mailing lists**
- Help maintain and update the **website** with fresh, engaging content



- Draft and implement **communications strategies** for all projects, including international events, EU-funded projects, and institutional campaigns
- Assist with event promotion and live **social media coverage**
- Monitor and report on **performance metrics** across digital platforms (e.g, engagement rates, reach, website traffic) for online engagement.
- Support the **organisation of events** for students and professionals in Brussels and abroad
- Membership Engagement

What We Offer

- A monthly reimbursement of €1,200
- Experience in a European non-profit organization with a broad network of partners
- A collaborative, international, and mission-driven work environment
- Flexible working conditions and a chance to contribute meaningfully to youth-focused initiatives
- Opportunity to align this internship with Erasmus+ funding or other university-supported traineeships if STUDENTS

Capacity: Full-time (38hrs/week)

Location: Brussels, Belgium (remote candidates are not accepted)

Duration: 3-month trial period, with a possibility of renewal of 6-12 months

Start date: September 2025

Candidate Profile

Recent graduate in communications, marketing, humanities, International Relations, journalism, public relations, or a related field

- Excellent written and verbal communication skills in English (additional EU languages a plus)



- Proficiency with social media platforms and digital communication tools
- Basic graphic design or video editing skills (e.g., Canva, Adobe, Cup-Cut, and similar)
- Interest in European policy, higher education, or youth development
- Creativity and adaptability
- Self-motivation, detailed orientation, proactivity, and good team spirit are welcome!

About EuCA

The European University College Association (Euca) is a Brussels-based network committed to supporting internationalisation in higher education by promoting student engagement, leadership development, and active citizenship across Europe.

Spanning 17 countries, EuCA connects university colleges, residences, and universities to strengthen collegiate life across Europe. Thanks to the exchange of best practices and the development of high-quality events, services, and projects, EuCA is driving success for students and professionals in Student Affairs.

How to Apply

Please send your CV and a brief motivational letter (max 1 page) to mg.palocci@euca.eu with the subject line "Digital Communications Assistant - 2025" by 30 June 2025.

IMPORTANT: Before confirming the interviews, shortlisted candidates will be contacted to complete a short communication exercise to help us understand how you approach tasks and to assess your competencies. Only candidates who submit the exercise will be interviewed.

For more information, please send an email to: mg.palocci@euca.eu