

Call for a Policy Assistant (37.5 hr/week)

Application evaluated on a rolling basis

Apply here:

<https://eurodyssey.aer.eu/traineeship/?id=129032>

WHAT: Opportunity to be part of the OBESSU Secretariat!

WHEN: 2nd May 2023 (6 months fixed term)

WHERE: Brussels, Belgium

WHO: Applicants coming from regions participating in the [Eurodyssey programme](#)

Job description

OBESSU is looking for a passionate intern to join its Secretariat as a full-time Policy Assistant. As a Policy Assistant you will work closely with the Policy team and the Projects team to ensure development of innovative policies in the field of education and training at European level. You will also have a chance to get involved in some of the processes related to OBESSU's campaigns towards the European Parliament Elections of 2024.

In your role, you will be in charge of:

- Collecting recommendations from different OBESSU projects and coordinating an advocacy plan with the Board and the External Affairs Manager of OBESSU
- Monitoring policy developments by EU institutions on specific matters in education, training and youth under the guidance and supervision of the Policy and Communications team
- Drafting policy briefings on education and training topics for the OBESSU Board and Membership
- Follow the activities and policies related to the European Year of Skills and mainstreaming them into OBESSU work
- Follow the activities and policy demands of the European Apprentices Network (VET Policy area)
- Supporting the Communications Team in the development of campaign activities (e.g., European Parliament Elections, coordinated campaigns with the members)

Why should you apply?

You will...

- Gain valuable insights regarding school student activism;
- Have the opportunity to develop your competencies and skills in the fields of policy and education;
- Have the opportunity to create an impact on society, by engaging with activities and processes of OBESSU and its member and partner organisations;
- Have the opportunity to shape your own learning path and to shape the strategic approach of the organisation together with the leadership in a mutual exchange of ideas
- Experience working in a small intercultural environment where your ideas and inputs are highly valued.

You are an ideal candidate for this position if you...

- Have finished secondary education and have an active interest in EU policies concerning education and youth
- Are familiar with EU decision making and are able to monitor EU policy and political developments relevant to the work of the organisation;
- Are able to write policy briefings on different processes;
- Are interested in working with and for young people and more precisely school students and are interested in the work of OBESSU and the member organisations;
- Are a motivated and collaborative individual interested in school student organising and youth participation;
- Are an individual willing to develop sector-specific skills and competences;
- Are interested in living in and experiencing a highly international context;
- Have great command of English; other European languages are a plus;
- Feel comfortable with using the GSuite, Office pack and other apps (e.g. Asana, Basecamp);
- Are able to work independently but also cooperate with other colleagues and are open for feedback and learning from colleagues.

What we offer

- A small and friendly work environment
- Reimbursement of travel expenses within Brussels (49EUR/month)
- Lunch vouchers reimbursement

Please note that accommodation and other financial subsidies will directly be managed by the Eurodyssey programme.

How to apply and timeline

Please apply directly through the Eurodyssey platform. The **shortlisting process will be carried out by the Eurodyssey team on a rolling basis.**

For any additional questions please contact us at [**jobs@obessu.org**](mailto:jobs@obessu.org).