



EUROCHILD EVENTS & CHILD PARTICIPATION INTERN

Vacancy Notice

*Internship period: Beginning of March 2026 – beginning of September 2026 (6 months)
contract – Brussels based.*

Eurochild is an international non-governmental organisation based in Brussels, which promotes the well-being and rights of children at the European level and, through its membership, in European countries. We are supported financially by the European Commission.

We are looking for a motivated individual with a keen interest in event organisation, general administration, child participation, and child protection. This is an opportunity for those wanting to develop their work experience in these fields and to get to know how an international NGO works. **The Events & Child Participation Intern** will work directly with the Eurochild Child Participation Expert and Child Protection Focal Person, the Governance, Membership and HR Officer and the Child Participation and Policy Officer as well as other members of our team.

Interns are valued members of the secretariat team and make important contributions to the overall work of Eurochild. The Events & Child Participation Intern will be able to gain experience in working in a multicultural team with a wide range of skills and knowledge in the area of children's rights and logistics. They will be able to develop a wide range of skills and knowledge in the area of child participation, children's rights, child protection, events organisation and logistics.

Support and supervision

The Events & Child Participation Intern will report to the Child Participation Expert and Child Protection Focal Person. He/she will also receive support from the Governance, Membership and HR Officer; the Child Participation and Policy Officer as well as other members of the team.

Conditions

- Remuneration: Our interns receive a monthly standard remuneration (estimated 1250€, + home working allowance 134.71€, + internet allowance 20€, + 55€ transport costs)
- Lunch tickets.
- Location: Eurochild Secretariat, Brussels.
- Preferred starting date: beginning of March 2026.
- Type of contract: 6 months
- In accordance with Belgian employment law, applicants must hold a valid work permit for Belgium to be eligible for this position





Responsibilities:

The Events & Child Participation Intern will provide assistance to the child participation team and the Governance, Membership and HR Officer to support the smooth running of Eurochild's child participation activities and other events organised by Eurochild.

This will include diverse tasks such as:

- Supporting on logistical, administrative aspects and preparation of documents & material related to children's participation in Eurochild's work, meetings and events (including the organisation of the Eurochild Children's Council meetings) and other events organised by Eurochild
- Liaising with supporting organisations on practical issues, including child safeguarding requirements, concerning participation of children in Eurochild's work
- Supporting children's participation in meetings, including helping to facilitate some sessions with children
- Supporting the team in implementing and maintaining high standards of child protection

Candidate requirements:

Essential

- Interest and experience in event organisation and general administration
- Keen interest in working with children and their supporting civil society organisations
- Strong organisational and time management skills, ability to multitask, and high attention to detail
- Strong computer skills, especially Microsoft Word, Excel and Outlook
- Good spoken and written English is a requirement; other EU languages are an asset

Desirable

- Experience in engaging with children
- Strong interpersonal and communication skills





Are you interested?

To apply:

Please complete [this online form](#) in English, add your CV (pdf) and submit.

Deadline for applications: **2nd January 2026, 9 am (CET).**

Only short-listed candidates will be notified and invited to the first round of **online interviews** (via Zoom planned mid/end January). Pre-selected candidates might be invited for a second round of online interviews. The selected candidate is expected to start beginning of March 2026.

If you are not contacted by us by end of January, please assume you have not been selected for the interviews. We thank you for your interest in Eurochild and wish you every success in your future.

Confidentiality: All information given upon application will be treated in a confidential manner and according to *Eurochild's privacy policies*.

Eurochild is an equal opportunity employer. We are guided by the principle of non-discrimination on any ground, and we apply such principle in our day-to-day operations and in our employment practices.

