

VACANCY

Administrative Officer

Location: Remote

Type: Volunteer position, 6 hours per week

Start date: As soon as possible

Reporting to: Operations Lead

About Eduxo.eu

Eduxo.eu is a Belgian non-profit organisation working to advance **democracy, gender equality, and youth participation** across Europe. Through advocacy, education, and community-building, we empower citizens to shape more inclusive and representative societies.

Role Overview

We are looking for an Administrative Officer to support the day-to-day operations and organisational processes of Eduxo. This is a foundational and cross-functional role, ensuring that administrative tasks are handled efficiently and that teams can operate smoothly.

Key Responsibilities

- Support administrative tasks and organisational processes
- Maintain and organise internal documents and records
- Assist with scheduling, coordination, and follow-ups
- Assist with basic reporting and data organisation
- Support onboarding and operational processes when needed
- Contribute to improving administrative systems and efficiency

Profile we're looking for

- Strong organisational and time-management skills
- Attention to detail and ability to structure information clearly
- Reliable, proactive, and able to manage multiple tasks
- Good communication skills
- Comfortable working with digital tools (Google Workspace, etc.)
- Interest in working in an international NGO environment
- Interest in democracy, equality, and youth empowerment

What you'll gain

- Practical experience in operations and administration
- Exposure to multiple functions within an NGO
- Development of organisational and coordination skills

- Direct impact on a growing European organisation
- A volunteering / pro-bono international contract
- Fully remote collaboration, with in-person opportunities in Brussels
- Possibility to receive the EDUXO Badge as an Interest Group Representative to EU institutions
- Flexible time and autonomy
- Free Career Desk support with an HR expert
- Free psychological support
- Access to international high-level and networking events
- Monthly internal trainings and opportunities
- A supportive, feminist, inclusive community
- Insurance coverage during in-person volunteering activities
- As a member, you can apply for governance roles and actively participate in decision-making processes

How to Apply

Send your CV and (if available) a portfolio or examples of previous work to Jasmine D'Ambrosio (Talent Acquisition Specialist) at talent@eduxo.eu

Subject line: **Administrative Officer Application– [Your Name]**

Application Process

There is **no fixed deadline** for this position. Applications are reviewed on a **rolling basis**, and the vacancy will remain open until the position is filled. Early applications are encouraged. The process includes 1 interview of 30-45 minutes.

At Eduxo, we are committed to diversity and inclusion. We strongly encourage applications from individuals of all backgrounds.

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