

VACANCY

Travel Assistant

Location: Remote

Type: Volunteer position, 5 hours per month

Start date: As soon as possible

Reporting to: President

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 a Travel Assistant to support the planning and coordination of travel related to Eduxo's activities, events, and partnerships. This is a highly practical and detail-oriented role, working closely with the Events/Partnerships teams to ensure that travel logistics are smooth, efficient, and aligned with organisational needs.

Key Responsibilities

- Research and propose travel options (flights, trains, accommodation)
- Support booking coordination and itinerary preparation
- Ensure alignment with budget and organisational constraints
- Prepare clear and structured travel plans and documents
- Monitor changes and adapt itineraries when needed
- Support logistics for events requiring travel (participants, speakers, team)
- Keep records of bookings and travel-related information
- Provide administrative support related to travel coordination

Profile we're looking for

- Strong organisational and planning skills
- Attention to detail and ability to manage multiple tasks
- Comfortable researching and comparing options efficiently
- Ability to anticipate needs and solve problems proactively
- Good communication skills
- Reliability and responsiveness
- Interest in working in an international NGO environment

What you'll gain

- Practical experience in operations and logistics within an international NGO
- Exposure to event and partnership coordination
- Development of organisational and planning 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: **Travel Assistant – [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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