

Events & Admin Officer

Job Advert

CSE is the coordination of civil society organisations (CSOs) at the European (EU) level. Our members include 28 platforms and networks, some of the most representative organisations in their respective fields, encompassing civic participation, education, social rights, environment and animal rights, culture, transparency, international cooperation, volunteering, local democracy, youth, health and patients' rights, anti-racism, migration, and disability rights. Through our membership network, CSE reaches millions of individuals engaged with or supported by CSOs throughout the EU.

Since our establishment in 2016, we have carved out a unique space where CSOs collaborate to strengthen the role of civil society at the EU level. Today, we are increasingly recognised as the point of reference for EU institutions on civil dialogue and civic space.

CSE is now looking for a Part time Events & Admin Officer. The successful candidate will be a creative team player, able to work within a small, busy team.

Job Vacancy Events & Admin Officer

- Reports to: Director
- Working time: Part-time – 19 hours/week
- Duration: One year, renewable
- Contract type: Fixed Term Contract (Contrat à durée déterminée)
- Location: CSE office. Home-working arrangements are possible for a maximum of 2 days/week.
- Gross Salary: 1800 € per month.
- Benefits: Public transport costs in Brussels, meal vouchers, homeworking allowance, hospitalisation insurance.

Responsibilities & main tasks

The Events and Admin Officer will be an integral part of the CSE Team and will contribute to the success of our policy work and projects. They will work in cooperation with our policy and communication teams. Their tasks will encompass:

- Participate in the mission and objectives of Civil Society Europe by contributing to the implementation of the work programme;
- Organisation of the logistics of external events and supporting the organisation of internal meetings such as governing bodies meetings and working groups from conception to delivery;
- Identification of venues for events, catering facilities in line with budget and policies of the organisation;
- Relations with providers;
- Managing suppliers and procurement for the office;

- Support the development and documentation of procedures, and internal guidelines for the organisation;
- Assist the director in tasks related to human resources management;
- Support in the administrative aspects of the preparation of project reporting & applications;
- Maintain and update organisational databases ensuring respect of GDPR requirements;
- Contributing to other office tasks as needed.

Profile of the Ideal Candidate

Essential qualifications and experience:

- A post-secondary degree in a relevant field and/or relevant work experience/volunteering
- Fluency in written and spoken English (close to mother tongue level)
- Experience in the organisation of events and office management of at least two years
- Excellent writing and communication skills
- A high level of digital literacy
- Strong organisational and time management skills
- Excellent networking, intercultural and interpersonal communication skills
- Committed to the values of the organisation
- Eager to work in an EU non-governmental organisation environment

Desired qualifications and experience:

- Previous experience in a non-governmental organisation and/or working with European projects is an asset;
- Understanding of the functioning of European institutions;
- Fluency in another EU language.

Recruitment Policy

Anti-discrimination

All appointments should be made in a transparent way and comply with all relevant employment regulations. No job applicant or employee should receive less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origins, gender, gender identity, marital status, caring responsibilities, sexual orientation, disability or chronic illness.

Please note that a valid EU working permit is required.

Interested in the job?

Please send your application to info@civilsocietyeurope.eu by **31 August at 23:59**.

The application should include:

- a Europass CV
- a letter of motivation
- A powerpoint presentation of maximum 8 slides about Civil Society Europe

Only complete applications will be considered

Timeline

- **Deadline for applications:** Monday 31 August 2026 before 23:59
- **Interview:** 11 September 2026
- **Start date:** As soon as possible and by mid October 2026

Only short-listed candidates will be contacted.