

Communications & Event Management Trainee

The European Youth Information and Counselling Agency (ERYICA) is looking for a motivated, creative, and proactive Communications & Event Management Trainee to join our small international team. This full-time traineeship (3 months) is designed for someone eager to gain hands-on experience in communication, social media management, and event organisation in a European and multicultural environment.

It is our strong preference to continue the collaboration after the traineeship through a CDD (fixed-term contract), allowing the trainee to take over the role of our current Communication Manager.

Key Responsibilities

Under the supervision of the Director and in close cooperation with other staff members, you will contribute to the implementation of [ERYICA's Strategy](#) and Annual Work Programme. As the traineeship progresses, your responsibilities and tasks will evolve accordingly, with increased autonomy and ownership. Your main tasks include:

1. External Communication (Visibility & Outreach)

- Support the planning, implementation, and evaluation of ERYICA's external communication strategy.
- Create, schedule, and publish content across ERYICA's public channels (website, newsletters, social media*: Instagram, LinkedIn, Facebook, X, YouTube).
- Contribute to online campaigns, storytelling initiatives, and audience engagement.
- Draft and edit news items, blog posts, press releases, and website updates.
- Produce visual content (graphics, short videos, visuals) in line with ERYICA's brand identity.
- Monitor relevant youth-related policy developments at the European level to inform communication outputs, and liaise with partners and stakeholders when needed.

2. Internal & Members Communication

- Support communication with ERYICA members, working groups, and project partners.
- Assist in preparing bulletins, updates, and communication materials for members.
- Support community management on internal platforms, mailing lists, and working groups.
- Contribute to coordination with members around campaigns, events, and key organisational moments.

3. Events Support

- Assist in the organisation of events, training courses, meetings, and online sessions.
- Support event-related communication before, during, and after activities (promotion, visibility, documentation).
- Represent ERYICA at external events when needed.

4. Visual Identity & Brand Support

- Support the consistent application of ERYICA's visual identity across communication materials.
- Liaise with designers, photographers, or external service providers when needed.

***Note on digital presence:**

ERYICA's communication work is expected to evolve in line with current digital communication trends, including a stronger focus on video-based and human-centred content. As these practices are developed, the role will involve appearing in short video formats for ERYICA's digital channels. Support and guidance will be provided, and content production will always follow ERYICA's values and communication standards.

Your Profile

Essential:

- Bachelor's degree in communication, media studies, digital marketing, journalism, graphic design, or a related field.
- Fluent in English (spoken and written) and proficiency in at least one other European language (preferably Spanish, French or German).
- Right to work in Luxembourg.
- Strong interest and experience in social media management and communication.
- Good drafting and storytelling skills in English.
- Familiarity with communication tools (e.g. Squarespace, Mailchimp, Canva, Adobe tools, video editing).
- Interest and some experience in event organisation.
- Curious, proactive, well-organised, and comfortable working in a small international team.
- Willingness to travel occasionally in Europe.

Desirable:

- Experience in an international/European setting.
- Familiarity with youth information, youth work, or European programmes (e.g. Erasmus+).

What We Offer

Traineeship (February–April 2026)

- Full-time traineeship (40h/week), based in Luxembourg.
- Monthly payment: **1,297.80 EUR**.
- A supportive, international, and mission-driven work environment.
- Meaningful responsibilities and guidance to help you grow in communication and event management.

Preferred path: CDD (after the traineeship)

If the collaboration is mutually satisfactory, our strong preference is to offer the trainee a CDD (fix term contract)

- A fix term contract (CDD) for 12 months, in accordance with Luxembourg labour laws;
- 30–40 hours per week;
- A gross monthly salary of 3,250 EUR (for 40 hours/week);
- The advantageous tax and social security system of the Grand-Duchy of Luxembourg is also applicable if you are a commuter from neighbouring countries;
- Meal vouchers are provided as part of the employee benefits package;
- One home office day per week;
- Opportunity to travel in Europe;
- The opportunity to work in a dynamic, international, and mission-driven team;
- A role that offers learning opportunities.

Application Procedure

Applications shall be submitted to jobs@eryica.org with the e-mail subject “Application – Communications & Event Management Trainee 2026”

Applications should include:

- A cover letter (in English, max. 1 page);
- Your CV (in English);
- Details of two persons who can be contacted for references;
- Indication of your earliest availability.

Closing date for applications: 9 January 2026, 09:00 CET

Starting date: As soon as possible, ideally at the beginning of February 2026

Interviews: Will be held in person in Luxembourg in calendar week 3 or 4

We sincerely thank all applicants for their interest; only short-listed candidates will be contacted. At ERYICA, we value curiosity, motivation, and a willingness to learn over prior NGO experience. If you are passionate about youth information work and eager to grow, we want to hear from you!

Equal Opportunity Employer: ERYICA is committed to creating a diverse and inclusive workplace. We welcome applications from candidates of all backgrounds, regardless of gender, age, ethnicity, disability, sexual orientation, religion, or other personal characteristics. Our office in Luxembourg is fully accessible.

About ERYICA

The European Youth Information and Counselling Agency (ERYICA) is an independent European organisation based in Luxembourg and composed of 42 national and regional youth information coordination bodies and networks in 27 countries. ERYICA works to intensify European cooperation in the field of youth information work and services. It aims to develop, support and promote quality generalist youth information policy and practice at all levels; in order to meet the information needs of young people and to apply the principles of the European Youth Information Charter. We work intensively with the Council of Europe, the European Commission, as well as other institutional, private, and public stakeholders active in the field of youth work and youth policy.

Further information: www.eryica.org