

Eurodoc Position Vacancy - Administrative Support

Vacancy Ref. Eurodoc-2026-04

Eurodoc is seeking a Service Provider (Natural Person) to support the implementation of activities under the Erasmus+ 2026 operating grant.

Role

Project Assistant (service-based work engagement).

Scope of Services

The Service Provider will contribute to the administration and operational needs of Eurodoc.

Services will include:

- Administrative and operational support to the governance and daily management of Eurodoc
- Management support and contributions to calendar, meetings, reporting, and general documentation
- Support to Eurodoc volunteers, including the Board and the Secretariat
- Support to the functioning of working groups
- Mapping of Eurodoc composition, internal surveying and development of training material
- Support with the communication and cooperation with external stakeholders
- Contributing to dissemination activities (website, newsletters, social media)
- Supporting reporting and documentation in line with Eurodoc internal procedures and Erasmus+ requirements

All services are defined in terms of deliverables and outputs, in line with project needs.

Profile

Candidates should demonstrate:

- Experience in the administration of international NGOs
- Experience with research or academic networks, particularly early-career researchers
- Ability to contribute to communication and dissemination activities
- Strong skills with Google Workspace and other productivity and collaboration tools
- Strong organisational and communication skills
- Ability to work independently in a remote and international environment

Offer

- Type of contract: Service Agreement (independent contractor)
- Duration: April 2026 – December 2026
- Work model: Fully remote, with required presence at event locations
- Remuneration: Base daily rate: €223.26 (VAT included if applicable). Based on Eurodoc Project Assistant cost framework.
- Workload: Estimated up to ~40 days over the contract duration.

This position requires the Service Provider to maintain timesheets in accordance with Eurodoc procedures, to ensure alignment of invoicing with recorded work, and to contribute to auditable project documentation. The Service Provider operates independently and the engagement is non-exclusive. The Service Provider will be provided with Eurodoc's online productivity tools, but will be responsible for their own equipment and working environment.