

Eurodoc Position Vacancy - Communication and Campaigning Support

Vacancy Ref. Eurodoc-2026-05

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.

- Writing, composing, and support the publishing process of articles, social media contents, communications, newsletter, and other form of communication material
- Support the collection of material for the composition of the monthly newsletter
- Support the development of the social media presence and its moderation
- Develop communication strategies tailored to specific target groups
- Develop thematic multi-platform communication campaigns
- Update the visual identity and templates used by Eurodoc
- 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 running the communication of national or international NGOs
- Experience with communication tailored to young people, policymakers and the field of early career researchers
- Experience in professionally managing LinkedIn, Instagram and Facebook accounts
- Capability to independently develop multi-audience and multi-platform communication campaigns
- Strong skills with Canva, 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.