

Public Libraries 2030 is offering a six-month professional immersion traineeship in our Brussels office. We're looking for someone who is driven by democratic values and curious about how Europe's 65,000 public libraries can help solve big societal challenges.

As part of a small team of three, you'll support the team across all of PL2030's work. That means hands-on experience of EU projects, advocacy, events and communications, and the chance to quickly take on responsibility. You'll follow a structured training plan with a dedicated mentor.

What you'll do

You will support the PL2030 team with the day-to-day running of the organisation. Depending on your interests and our current priorities, this may include:

- communications, including social media, our website and our newsletter
- organising events, workshops and meetings, both content and logistics
- research and preparation of funding applications
- administrative and governance tasks, such as preparing meetings, taking minutes and documenting events
- general office support and other ad hoc tasks

Who we're looking for

- Excellent spoken and written English. Another European language is an asset.
- A background in a relevant field (e.g. communications, European studies, cultural management, political science, information science).
- An interest in EU affairs, culture, education or the library sector.
- Good writing skills and attention to detail.
- Proactive, flexible and organised, able to work both independently and as part of a team.
- Familiarity with tools like Canva, WordPress or Mailchimp is a plus.
- A desire to learn and a can-do attitude!

What we offer

- Full time contract 'Convention d'immersion Professionnelle' according to Belgian law; maximum one year for persons from outside Belgium and maximum 6 months for persons with legal residence in Belgium.
- Gross salary of around 1200 EUR/month (no taxation and social security charges)
- 10,00 EUR/working day daily allowance
- Contribution to public transport costs
- 20 annual leave days (pro rata) + office closure between Christmas and New year
- Mentoring and a personal training plan.
- Real insight into EU projects and advocacy in a friendly, international team.

How to apply

Please send your CV, cover letter and 2 references to info@pl2030.eu by **Monday 16th November 12.00**. Applications will be reviewed on a rolling basis. Start date to be agreed.

Learn more about our work at publiclibraries2030.eu.