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Event Officers (6 available positions)

Position Overview

As an Event Officer, you will be part of the team turning EST's ideas, partnerships and policy interests into concrete events and opportunities for its members and external audiences.

The Events Office will work across **three complementary areas**. The first will focus on **internal training and member opportunities**: developing workshops, training sessions and other activities that allow EST members to build skills, exchange knowledge and engage with professionals from EU institutions, international organisations and other relevant policy communities.

The second area will support the **events organised by EST's different departments and teams**. Two Event Officers will work closely with the Working Groups, the newly established Research Desks, the EU-MENA Observatory and other EST teams, helping members turn initial ideas into well-structured event concepts and supporting them throughout implementation. Where an event involves an external organisation, these officers will liaise with the relevant Partnership Officer to ensure that the external relationship and the event itself are properly coordinated.

The third area will focus on **EST's flagship initiatives and larger strategic projects**. Two Event Officers will be assigned to support and supervise events connected to initiatives such as the **EST Academy**, **NET4U Europe-related activities**, including the **Youth4CrimePrevention project**, and other major initiatives developed during the term. Their role will be to help ensure that these events are delivered to a consistent standard while working closely with the teams responsible for each initiative.

This structure means that Event Officers will not simply be supporting logistics. You will have the opportunity to **take ownership of projects, work with external speakers and organisations, support other EST members in developing their ideas, and help shape how EST creates opportunities for learning, engagement and policy dialogue**.

Why this role matters now

EST's events portfolio has grown considerably over the past year. From the EST Academy and the Vienna Human Trafficking Simulation to European Youth Week initiatives and engagement with the European Parliament, EST has increasingly used events not simply as activities for members, but as platforms for learning, policy discussion, international engagement and external visibility.

At the same time, EST's internal structure has expanded. Working Groups and the EU-MENA Observatory are increasingly complemented by specialised Research Desks, and new cross-departmental initiatives. This creates many more opportunities for members to develop their own projects and organise activities, but also creates a need for stronger coordination and support.

The creation of a dedicated Events Office is therefore an opportunity to build a system that works across the organisation: **creating new opportunities for members, supporting departments in bringing their ideas to life, and ensuring that EST's flagship initiatives have the event-management capacity to grow.**

As one of six Event Officers, you will therefore have a defined area of responsibility while remaining part of a wider team. You will have the opportunity to help shape the Events Office itself, work directly with EST members and external partners, and contribute to initiatives that can become part of EST's longer-term portfolio.

Responsibilities

- Support the planning and delivery of EST events
- Take ownership of individual events or event workstreams
- Coordinate logistics, speakers, partners and participants
- Work with Communications on event promotion and coverage
- Collaborate with Working Groups, Research Desks, Partnerships and other EST departments
- Support flagship initiatives and external events
- Contribute ideas for new event formats and collaborations
- Support the development of internal event-planning systems, templates and processes

Requirements

- Excellent command of English
- Strong organisational and communication skills
- Reliability and ability to meet deadlines
- Interest in events, public policy, international affairs or youth engagement
- Ability to work independently while contributing to a team
- Proactive and solution-oriented approach
- Previous event or project-management experience is an advantage but is not required

Application Process

- Each candidate may apply for a maximum of two positions.
- Applications should be submitted through the designated application [form](#).
- CV: maximum 2 pages, in PDF format.
- Applicants should provide a concise motivation and explain what they would like to build in the role.
- Expected start: November 2026.
- All positions are voluntary and unpaid and are open to students and young professionals.

Application deadline: 12 October 2026, 23:59 CEST

