

Job Vacancy

Policy Assistant

Brussels

CECOP – CICOPA Europe, the European Confederation of cooperatives active in industry and services, is looking for a Policy Assistant, to join an international team based in Brussels.

About the employer

CECOP associates 27 member organizations from 16 European countries and represents approximately 43,000 cooperative enterprises employing over 1,3 million workers. CECOP is the voice of its members, mainly vis-à-vis European institutions, as well as other European-level organisations. Besides advocacy and promotion of cooperatives in industry and services, a crucial role of CECOP is also to facilitate networking, information exchange and development for its members. CECOP represents democratically owned and managed enterprises, contributing to sustainable and inclusive growth while combining economic performance and social progress.

CECOP has a team of 4 full-time employees, with very complementary profiles. CECOP also hosts and manages the secretariat of CICOPA, the global organisation of cooperatives active in industry and services.

You can find more information about CECOP and CICOPA here:

www.cecop.coop

www.cicopa.coop

Looking to make a difference through your job? Join CECOP and help build a fairer, more inclusive economy through cooperatives!

About the function

The Policy Assistant will work on supporting CECOP's advocacy activities. She/he will work under the direct supervision of the Advocacy Coordinator and in close cooperation with the rest of the team. The Policy Assistant, as the rest of the staff, will also contribute to the activities of CICOPA.

Main tasks and responsibilities

- Support the implementation of the advocacy strategies for CECOP (in Europe) and CICOPA (world level)
- monitor EU and international policy developments
- contribute to policy documents, reports and publications writing
- contribute to research activities on selected topics, such as country briefings on cooperative ecosystems, etc
- contribute to the organization of events (conferences, workshops, trainings, etc)

- contribute to projects implementation
- contribute to communication activities (drafting articles, press releases)
- contribute to other tasks as requested

Candidate's profile

- Master's degree in a relevant field (political science, economics, social science, law, international or EU affairs)
- no prior experience required, up to 2 years relevant experience (including traineeships) is a plus
- knowledge of institutional partners (EU institutions and UN institutions) and of the EU decision making process
- experience in policy area in national, European or international organization is an asset
- interest and/or experience in the cooperative movement is a strong asset

Required skills

- excellent spoken and written English, knowledge of Spanish or French is an asset
- ability to research, collect, analyse and summarise information
- strong writing skills and ability to adjust the message according to the audience
- capacity to organise one's work agenda autonomously and proactively, managing multiple deadlines with consistency and accuracy
- adaptability to different environments with an international and multicultural mindset, and availability to travel occasionally
- flexibility and capacity to work in a team

What we offer

We offer a full-time fixed term contract. The remuneration package: 2,800 EUR gross monthly salary, plus public transport within the Brussels region, meal vouchers, écochèques, hospitalisation insurance and support for costs associated with teleworking are provided.

This position is based in our Brussels office. While we offer a flexible approach to teleworking, regular presence in the office is required. The candidate must have a valid work permit for Belgium or be an EU national. We are looking for a candidate to join our team as soon as possible.

Application procedure

Applicants should send to cecop@cecop.coop by 31 July (midnight):

- their CV
- cover letter (max 1 page) stating, in addition, the earliest date they would be able to start and their notice period (if applicable)
- a writing sample from their past work or traineeship (max 200 words)

The three documents need to be sent in one single PDF named: Full Name_POL_Assistant_CECOP2025. In the subject line of your email please indicate your full

name and “Policy Assistant Application.” Selection interviews are expected to be held in Brussels at the end of August.