

About us

Founded in Brussels in 1983, CEPS (Centre for European Policy Studies) is a leading think tank and forum for debate on EU affairs, which has been consistently ranked among the world's top 10 best think tanks. One of CEPS' distinguishing features is its strong in-house research capacity and an extensive international network of partner institutes. CEPS' funding comes from a variety of sources, mainly research grants and service contracts, but also from membership and conference fees.

“Events Assistant – Temporary”

Main tasks

- You will become a temporary member of CEPS' staff and work in the Events unit on CEPS' annual flagship event, Ideas Lab.
- You will draft sponsorship contracts.
- You will send invitations to conference attendees.
- You will keep the list of speakers and invitees up to date.
- You will book travel and accommodation for speakers.
- You will draft visa invitations for speakers who may need it.
- You will provide logistical help with the conference on the spot on 2 and 3 March 2026 (*compulsory presence during the entire event*).
- You will help with final travel reimbursement and accounting.
- You will carry out other event-related administration tasks.

Your background and profile

- You have finished tertiary education.
- You have an excellent command of English, both orally and in writing (at least B2-C1).
- You possess basic knowledge of Microsoft Excel.
- You have experience with making your own travel arrangements.
- You have great interpersonal skills and can communicate with a range of different stakeholders.
- You are able to work in an international team involving both junior and senior colleagues and can work independently.
- You have strong attention to detail.
- You are a team player.

- You are kind, empathetic, with deep respect for diversity, willing to learn and have a creative spirit.
- Volunteering, an internship or work experience in events organisation is a plus.

What CEPS can offer

We offer a full-time temporary position within the convention d'immersion professionnelle (CIP) programme until the end of March 2026. The remuneration is EUR 1 056/month, and we can cover your return flight.

We would like the preferred candidate to ideally start on 1 December 2025. The role will be based in Brussels.

More information

Further questions/information regarding the position can be e-mailed to Andrea Bittnerová, Senior Events and External Relations Manager, at andrea.bittnerova@ceps.eu.

Application and deadline

CEPS strongly values and actively pursues diversity. We encourage applications especially from female, LGBTQ+ candidates and candidates belonging to ethnic groups that are under-represented at CEPS.

Applicants are requested to send

- a letter of motivation (one page maximum)
- a CV using the Europass template (<https://europass.cedefop.europa.eu/>).

Please send the documents (drafted in English) in pdf format to applications@ceps.eu by 29 September 2025, 23:59 CET with 'Events Assistant – temporary' in the subject line.

We reserve the right to close the application process early in case of an overwhelming number of applications.

Only shortlisted candidates will be contacted for an interview. CV and personal data of non-selected candidates are not shared with anyone outside CEPS and will be deleted immediately after the recruitment process. For more information, read our privacy policy available on the CEPS website.

Even if you do not strictly have all the necessary competences for this role but you believe your experience and skills could be valuable and enable you to fulfil the tasks required, we would still highly recommend that you submit an application.