Call for Applications
EU Affairs / Policy Officer
Start date: 1st May 2022

The European Union of Jewish Students (EUJS) and B’nai B’rith International are looking for a shared EU Affairs / Policy Officer

Description of the position
We are seeking a full-time officer that will be in charge of policy and EU affairs in both EUJS and B’nai B’rith International. This challenging and rewarding position will enable the selected applicant to gain unique insight into the inner workings of the EU institutions, Jewish advocacy priorities and the wide range of stakeholders operating in Brussels. She/He will have the chance to work in the heart of Europe’s capital and in close relation with European Institutions and other international NGOs. The selected candidate will work with two leading Jewish organizations and evolve in a collaborative environment.

The EU Affairs / Policy Officer will work half time with EUJS and half time with B’nai B’rith International. The two organizations are based in the same location.

Main responsibilities at EUJS
● Organizing and running international campaigns, seminars and events
● Developing and implementing short and long term advocacy strategies in accordance with EUJS’ policies
● Together with EUJS President, representing EUJS in meetings with relevant stakeholders
● Supporting the EUJS Office and Board on policy matters
● Organizing agendas, handling communication and follow-ups for meeting
● Weekly update on political developments for the EUJS office
● Assisting in programs and projects including logistics

Main responsibilities at B’nai B’rith International
● Research and policy analysis, writing reports on current political developments for B’nai B’rith leadership in Washington D.C.
Representing B’nai B’rith in meetings with diverse stakeholders

Managing the day-to-day running of the IMPACT: Emerging Leaders Fellowship

Covering and reporting on committee meetings and conferences at the European Parliament

Active involvement in development short- and long-term strategy for the B’nai B’rith Brussels office

**Required Skills**

- Solid understanding of B’nai B’rith’s and EUJS’ actions
- Knowledge of the European Union and its institutions
- Knowledge of Jewish issues and Jewish communal life
- Ability to conduct research, policy analysis and write summary reports
- Basic knowledge and understanding of international and national media networks
- Ability to work to deadlines and prioritise workloads
- Strong team-work skills, ability to work independently and take initiative
- Ability to work in an international environment and in flexible hours
- Excellent command of English (B2 or more)
- Excellent writing skills
- Fluency in French, or any other European language is an asset

**Conditions**

- Bachelor Degree in political science, international relations, journalism, communications, or any relevant field;
- Master Degree in the above mentioned fields is an asset but not mandatory
- Working in the offices in Brussels
- Previous work experience in the field is an asset but not mandatory

**What we offer**

- Full-time position
- Young and dynamic working environment
- Frequent contact with our partners in Brussels and around Europe
- Invaluable experience in the field of communications and public relations
- Working in two prominent international NGOs
- An experience in the world of Jewish and non-Jewish advocacy within the European Institutions
- International travel
Hiring Process

If you are interested in the position, please send your CV and Cover Letter to hr@eujs.org before March 20, 2022. For any questions or informal discussion, you are welcome to reach out to EUJS’ Executive Director: Eitan Bergman – eitan@eujs.org. Shortlisted participants will be invited for an interview after the call closes.

Who we are?

B’nai B’rith International

Since 1843, B’na’i B’rith International has been a global voice for the Jewish community. Through advocacy, diplomacy, coalition-building and educational programming, we work across the political spectrum to safeguard Jewish life, tackle anti-Semitism and ensure Israel’s security. We work with leaders and civil society in the United States, at the UN, in the European Union, in Israel and across the world to impact and inform policy on the crucial matters facing the Jewish people.

Our Office of EU Affairs has been operating in Brussels since 1997, engaging with key actors in the EU institutions to forward B’nai B’rith International’s mission.

The European Union of Jewish Students

The European Union of Jewish Students is the umbrella organisation for 36 national Jewish student unions in Europe, representing 160,000 young Jews. Cognizant of the religious, linguistic and cultural diversity that make up the European Jewish community, EUJS strives to present a variety of perspectives through its leadership training programmes, educational seminars and international conferences, all tailor-made to the needs of its students. Throughout its history, EUJS has placed itself at the cutting edge of inter-cultural and inter-religious programming, as well as programming related to advocacy, Jewish continuity and genocide education in Europe.

EUJS is an official partner of the European Commission.

EUJS is a constituent member of the European Youth Forum, the World Union of Jewish Students and its activity is supported by the Council of Europe. EUJS is one of the largest international student organisations worldwide and the first Jewish Youth NGO to obtain the special Consultative Status with the ECOSOC of the United Nations.

At both B’nai B’rith International and EUJS, team members are given a great deal of responsibility and are encouraged to take a proactive approach in their given roles. This requires a self-driven and enthusiastic attitude. We encourage interns to voice their opinions, propose new approaches, develop projects and actively contribute to ensure our continued success.