

Junior Communications Officer (Trainee) at The Guild in 2026-27

At [The Guild of European Research-Intensive Universities](#), we are currently searching for a Trainee to join our dynamic and multicultural team in Brussels for a **traineeship of 10 to 11 months**. This is a unique opportunity for students interested in communications in the public sphere, to work with a small but dedicated team and to engage with a range of different communications teams amongst our member universities in different countries. You will also experience EU policymaking and the fields of research, innovation and education, gaining insights into EU decision-making processes. Traineeships at The Guild also provide an opportunity to learn about the challenges and opportunities that universities face in a rapidly changing policy environment.

Our traineeships are designed for students of The [Guild's member universities, normally at the post-Bachelor's level](#). They are particularly suitable for students who can demonstrate an interest in communications and marketing in a public organisation; an added interest in EU policymaking, national/international politics or in the fields of research, innovation and education would be an advantage.

Role description

The Trainee's work takes place at The Guild's office in Brussels. We have a homeworking policy of 2 days per week (averaging out at up to 50% over the course of the year)

During the traineeship, the Junior Communications Officer reports to the Communications Officer and engages with the following responsibilities:

- Supporting the Communications Officer, and other members of the team, in carrying out the Guild's Communications strategy
- Actively contributing to The Guild's advocacy campaigns and communications channels (including our website, social media channels and mass mailings).
- Supporting the management of our databases to optimise our communications.
- Monitoring and engaging with the communications activities of our member universities, key policymakers, and other stakeholders.
- Preparing content (e.g. articles, pictures, or videos) for publication.
- Supporting the policy team in the coordination of working groups and taking minutes from working group meetings.
- Carrying out specific analytical or research tasks, in relation to communications and policy.
- Drafting toolkits and infographics.
- Supporting the planning and organisation of events in physical location as well as on digital platforms.
- Attending seminars and conferences (online and physical) and drafting event reports
- Supporting the team in different administrative and clerical tasks.

Required skills & qualifications

- At least three years of university studies. A degree, courses taken or extracurricular activities relating to Communications, Marketing or Public Relations will be an advantage.
- Excellent command of oral and written English (knowledge of other EU languages is considered as an asset).
- Good, practical knowledge of MS Office systems (especially MS Word, Outlook, Excel and PowerPoint).
- Proactive and collaborative mindset and readiness to work in a high-paced working environment.
- Good communication and interpersonal skills.
- Good prioritisation and organisational skills.
- Commitment to the vision and the mission of The Guild.

Additional skills that will be an advantage

- A demonstrable interest in working with European affairs.
- Basic knowledge of social media networks (Bluesky, LinkedIn)
- Experience in video editing and/or graphic design is an asset. Knowledge of the Adobe Creative Cloud (InDesign, Photoshop) and/or Canva is considered an asset.
- Experience in website management

Duration and starting date

The duration of the traineeship is ten to eleven months. We currently have an opening from **17 August 2026** or date to be negotiated.

How to apply

Please send your application, addressed to Isabelle Lucchini, HR coordinator of The Guild, to info@the-guild.eu. Please attach your CV, name and contact details of a referee who can be contacted if you are shortlisted, and a cover letter explaining how your interests and qualifications match the role description, your proficiency in English, and indicate your desired start and end dates for the traineeship. Applicants are expected to graduate from [The Guild's member universities](#) by the start of the internship.

Applicants must also be EU/EEA nationals or have permission to work in Belgium at time of application and till the end of the traineeship.

Candidates should seek the support of the international office of their home university when applying for this internship.

Successful candidates are encouraged to apply for an Erasmus+ internship grant which will be complemented by an allowance covered by The Guild of approximately €800 per month (depending on the



terms and conditions of the Erasmus+ grant). A full allowance will be paid directly by The Guild to interns who are ineligible for an Erasmus+ internship grant.

Deadline

Deadline for applications is on **08 March 2026 at midnight**. We will contact shortlisted candidates soon after the deadline to arrange videoconference interviews from 16 March 2026.

About the Guild

Founded in 2016, the Guild of European Research-Intensive Universities comprises twenty-three of Europe's most distinguished universities in seventeen countries, and it is dedicated to enhancing the voice of academic institutions, their researchers and students in EU policymaking.

The Guild is a transformative network that is committed to optimising the opportunities afforded by its members' world-leading research. This includes a ground-breaking partnership with the African Research Universities Alliance, as researchers from our networks and beyond have formed cutting-edge [Africa-Europe Clusters of Research Excellence](#).

The Guild engages with policymakers, enhances public debate, promotes excellence in higher education and fosters collaboration with private and public institutions to solve global problems. In addition, The Guild acts as a platform for collaborative exchange in research, innovation and education to its member universities whilst strengthening their pan-European relations.

The Guild is committed to maintaining the security of your data mentioned in your application throughout the selection process. If you are not selected, your messages and attached documents will be deleted.