

YUFE Communications and Monitoring Officer

The YUFE Central Office is looking for a Communications and Monitoring Officer for its joint Brussels Office (YUFE AISBL/ivzw).

Working as part of the YUFE Central Team

The Young Universities for the Future of Europe (YUFE) is one of the dynamic European University Alliances, selected by the European Commission. YUFE aims to shape a holistic and inclusive future for European students and learners, and their society. The YUFE Alliance strives to be the front-running Alliance of European Higher Education in which students, learners, and staff are co-leaders, co-dreamers, and co-creators. YUFE's mission is to become a successful model of a socially responsible European University.

Read more about our Alliance at www.yufe.eu.

At the core of the YUFE Alliance lies the YUFE Central Office, based In Brussels, which operates as the pounding heart of realizing YUFE's long-term strategy and supporting the Alliance's policies. At the YUFE Central Office, you will be part of a young and energetic team acting as a shared service unit to the whole Alliance and its partners.

What you will be working on

The YUFE Alliance is looking for a motivated Communications and Monitoring Officer that will have the opportunity to:

- Take part in the daily operations of the YUFE Central Office in Brussels
- Manage and maintain the website, including content development, monitoring and contact with web developers
- Coordinate the implementation of the YUFE seed funding, including communication and dissemination, support to applicants, selection process and committee, as well as follow-up and iteration of the scheme
- Keep up to date the contact database and distribution lists for YUFE communications
- Support market analysis on our joint educational offers
- Support our communications content planning, delivery, monitoring and reporting
- Assist in the planning and execution of meetings and events
- Assist in project management tasks such as reporting and dissemination

What we are looking for

We are looking for a dedicated, proactive team player that wants to contribute to a dynamic team within an international and intercultural environment. As equity, diversity and inclusivity belong to YUFE's core values, we are searching for a colleague fully committed to these principles.

- Ideal start date: January 2027
- You hold a master's degree
- At least 3 years of working experience in a Communications/Dissemination based role or similar

- Good knowledge of MS Office package (experience with SharePoint and Exact Online), Mailchimp, Canva, WordPress, experience with CornerStone is an asset
- You are strong at planning and organisation
- You have excellent written and oral communication skills in English (any other European language will be an asset)
- You feel at ease to work independently, within a small team and are flexible to support a diverse range of tasks

What we are offering

- A contract of indefinite duration (under Belgian law)
- Salary based on experience (and orientated on salary scales of Belgian Universities)
- Competitive package of benefits (meal vouchers, full reimbursement of public transport, group insurance, etc.)
- An open working environment with attention to your work-life balance and up to 40 days of holidays
- The possibility of working from home two days a week
- Broadening of your professional networks in Brussels and across the EU

Do you think you could be a great fit to the job, and you want to apply? Then send us by **23 October 2026** your CV (PDF, 2 pages max.) and a cover letter (PDF, 1 page max.) convincingly explaining your skills and motivation to work for YUFE to secretariat@yufe.eu. Please also include your possible start date.

The interviewing process will contain of the following step:

- First-round interview of shortlisted candidates (online), held on **28 and 29 October 2026**
- Second round interview with practical assignment held physically in Brussels on **09 and 10 November 2026**

Do you have questions about the position? Please contact secretariat@yufe.eu