

Traineeship Programme 2025 - 2026

Organisation of Events

One traineeship position is reserved to support the organisation of events hosted by FRA. The trainee will be assigned to one of the organisational entities entrusted with event planning. Candidates should be aware that a definitive allocation to a specific unit may be made by the time of their selection.

The aim of the role is to support the organisation of events, including the Fundamental Rights Forum.

Which tasks are expected for this position

- Contributing to the organisation of FRA events and meetings, including the servicing of the relevant mailboxes;
- Assisting in planning of the event;
- Supporting the communication and promotion of the event by sending of invitations, the dissemination of events on social media, and the reply to participant queries;
- Providing on-site event support by managing registration and handle logistics;
- Contributing to post event follow-up by gathering feedback and supporting the preparation of related reports;
- Carrying out organisational and administrative tasks, taking meeting minutes, etc.