



MEMBERSHIP AND EVENTS OFFICER

Summary

Position : Membership & Events Officer – Part-Time (3 days/month)

Location : Brussels (hybrid work : in presence + remote)

Duration : Initial 4-month contract, renewable

Deadline to apply : 15th of July 2025

About QUEST

QUEST is an European Educational Network based in Brussels. We promote children's rights in education through advocacy, research, training and exchanges. Our main areas of work are democratic education, inclusive education and sustainable education. Our way of working is based on trust, autonomy, shared and participatory governance.

About the offer

QUEST is currently recruiting a proactive, dynamic and motivated Membership Officer. The position oversees growing the NGO's membership, collaborating and co-designing initiatives that aim at bringing together our partners and advancing change in education in Europe and beyond. The ideal candidate should be able to anticipate needs, provide information in a timely manner and solve issues autonomously.

Key tasks and responsibilities

- Develop and adapt QUEST's membership strategy in line with our mission and growth objectives.
- Manage the full membership cycle: recruitment, onboarding, retention, and engagement.
- Support network growth by identifying and reaching out to potential new members and preparing membership agreements.
- Maintain and update the membership database and ensure accurate tracking of engagement.
- Organise and coordinate events for members and the broader network (e.g., workshops, webinars, conferences).
- Oversee membership activities, including working groups, peer exchanges, and network meetings.
- Gather and respond to member needs, ideas, and feedback to continually improve our offerings.
- Evaluate the impact of member engagement activities and report on progress.
- Create presentations and materials for internal and external meetings related to membership.
- Represent QUEST at relevant conferences and events to strengthen relationships and grow our network.
- Ensure smooth administrative processes for memberships (e.g., forms, emails, onboarding, etc.).
- Collaborate with the communications team to amplify member activities and highlight their voices through appropriate channels.
- Work with project and policy teams to bring member perspectives into the design and delivery of initiatives.
- Continuously seek creative ways to engage current members and attract new ones.
- Guide and support volunteers and assistants working on membership, events, or communications.

Candidate profile

We are looking for a candidate that has / is :

- 2 years of relevant experience in a similar position.
- A genuine interest in education and willingness to embrace QUEST vision and values.
- Strong organisational and time management skills, high attention to detail, and good analytical skills.
- A problem solver and results oriented
- The ability to contribute effectively to a team working environment.
- People-oriented and outgoing, with the ability to build trust, engage diverse stakeholders, and represent the organisation with enthusiasm.
- Strong relationship-building skills, able to inspire interest.
- Flexibility.
- Strong computer skills, (Google Docs, Sheets...)
- Strong interpersonal and communication skills
- Fluency in written & spoken English
- Knowledge of French/Dutch
- Experience of working with or for membership-based networks is a plus

Conditions

- **Starting date** : 1 September 2025
- **Initial contract** : 4-months fixed-term (possibility to extend to a permanent position – CDI, after successful initial collaboration)
- **Workload** : Part-time (60%)
- **Compensation** : Monthly salary based on the sector's salary scale (grade 329), along with a range of benefits including : Lunch vouchers, Teleworking allowance, Flexible working conditions.
- **Work setup** : Hybrid model with 1–2 days per week in the office, and flexibility in working hours
- A multicultural, dynamic, and participatory work environment
- A space where you can contribute, experiment, propose, learn and grow.
- A meaningful role in shaping a more inclusive and democratic future for education.

How to apply

Please send your application to martina@quest-eu.org with the subject line: Membership Officer – [Your First + Last Name] including:

- Your CV (max. 2 pages)
- A short cover letter (max. 1 page) that explicitly references how your profile matches the job requirements described above.

Deadline to apply: 15th of July 2025

Applications will be assessed upon receipt; we therefore **encourage early submission.**

Interviews in person might take place on the week of the 28th of July.

Should you be interested please do not wait till the last day, as we may have already filled the position.

Due to the high volume of applications received, **ONLY** successful candidates will be contacted. Applications not meeting the requirements will not be considered. Only shortlisted candidates will be contacted for an interview.

CV and personal data of candidates are not shared with anyone outside the organisation.

All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.