



Student Placement 2026

EuroGeographics AISBL

Brussels, Belgium

Organisation:

EuroGeographics is the not-for-profit membership association for the European National Mapping, Cadastral and Land Registry Authorities.

We are proud to represent official providers of geospatial information across Europe, working with them to enable access to their data and expertise for the public good.

Today, our members provide much more than traditional maps. By using cutting edge technologies, they collect, maintain and deliver high quality data and services that link information, gain insight and target action to address key environmental, social and economic issues.

EuroGeographics offices are located in Brussels on Rue du Nord 76. For more information, please visit our website: <https://eurogeographics.org/>.

Position:

We are looking for a student to join the Head Office Team, providing general support across Administration, Data and Membership activities. This will be a paid position, under a Belgian student contract.

The role will be flexible to fit around your university commitments, and will include the following:

Administration:

- Providing administrative and operational support to the team and assisting with general activities. Supporting office meetings, where available alongside your university commitments.
- Tidying and organising the office.

Data:

- Sales support and execution, including management of existing sales tasks.
- Assisting in responding to client inquiries and maintaining client relationships.
- Supporting outreach efforts, including emails and follow-ups.
- Following up with members on engagement actions.

- Administrative support to the production team (preparation of invitation letters, accommodation bookings, note-taking, etc.).
- Overall assistance to the Head of Operations and Data, and to the Membership and Data Officer, in delivering EU-funded activities.

Members:

- Identifying relevant National Mapping, Cadastral and Land Registry Authorities (NMCAs), public sector organisations, international organisations and private-sector organisations.
- Supporting the preparation of background information and profiles for potential members and partners.
- Helping track the progress of membership opportunities and maintaining follow-up lists.

You will be working under the direction of the Membership and Data Officer, with day-to-day guidance from colleagues according to the task at hand. The working language of the Head office team is English.

What we offer:

- A Belgian student contract of up to 650 hours per year (approximately 150 hours remaining for 2026) for 18 months.
- A schedule that is flexible to fit around your university commitments.
- A hybrid way of working, with one day per week in the Brussels office, a laptop will be available if required.
- Support from the wider team to share knowledge and develop new skills.
- Experience in an international and vibrant team, contributing to EU-funded activities.

Your profile:

Your skills and mindset:

- A proactive, can-do attitude.
- A genuine team player.
- Good sense of organisation, able to prioritise, and meet deadlines.
- Attention to detail.
- Good communication skills, comfortable liaising with clients, members and colleagues.
- Capacity and desire to work independently while still being able to ask for guidance when needed.
- Good knowledge of Microsoft Office.
- Good proficiency of English is required.

Requirements:

- Currently enrolled at a university and able to provide proof of student status for contractual purposes.
- Living in Brussels with a Belgian address.
- Residence and right to work in Belgium, as the contract will be under Belgian Law.

- Available for a Belgian student contract of up to 650 hours per year (approximately 150 hours remaining for 2026).
- Available to work one day (or part day depending on university commitments) per week from the EuroGeographics office in Brussels, with the rest of the work carried out flexibly.

Applications:

Please send your application in English (CV and cover letter describing the relevance of your curriculum and linking it to the requirements for this position) to Matina Fuentes, Knowledge Exchange Manager, (matina.fuentes@eurogeographics.org) indicating in the subject “Student Placement 2026” before 20th October 2026.

Applications not meeting the application requirements will not be considered, CV and personal data of non-selected candidates are not shared with anyone outside EuroGeographics, unless specifically authorised by the applicant.

The recruitment process will include an online preliminary interview followed by an in-person interview. Starting date: 9th November 2026.