

Social Economy Europe is looking for an Intern to help with Projects & Admin!

Please note that this is an internship opportunity only, which implies this contract is pending on a convention with the student's university.

Social Economy Europe (SEE) is looking for an **intern** to support the Secretariat team in the day-to-day coordination of projects and admin work.

This internship offers a unique opportunity to gain hands-on experience in the **European social economy ecosystem**, working closely with a network of organisations representing cooperatives, mutuals, associations, foundations, and social enterprises across Europe. The role requires strong organisational skills, diplomacy, proactivity, the ability to work in a multicultural environment and flexibility.

Roles and responsibilities

- Support the **day-to-day management of projects**, including logistics, conference calls, minute taking, follow-up actions, research and reporting.
- Assist in the **coordination and implementation of EU-level projects**, including administrative and operational tasks.
- Contribute to the **development and optimisation of internal processes and working documents (e.g admin documents)**.
- Help organise and support **events, meetings, and workshops** (online and in-person).
- Help the team in **administrative and organisational tasks** and actions.

Duration

- Initial period of **six months**, with the possibility of extension
- **Starting date:** as soon as possible

Competences

Required:

- **C1 level in English** (listening, writing, speaking)
- **Master's degree** or ongoing (European Studies, Political Science, International Relations, Social Economy, or related field)
- Excellent **planning and organisational skills**
- Strong **interpersonal and communication skills**
- Good knowledge of **MS Office** (Word, Outlook, Excel, PowerPoint)

Desired:

- Experience or strong interest in **project management**
- Ability to identify opportunities and **take initiative**
- Interest in EU politics and/or in social economy
- Being fluent in another EU official language

Advantage:

- Hands-on experience in project management and management tools
- Ability to interact with **multicultural stakeholders from all across the EU**
- Skills needed to work in a small team (e.g adaptability, flexibility, multitasking)

Our offer

Based in **Brussels, Belgium**, this internship offers the opportunity to work at the heart of European policymaking and the social economy ecosystem.

Benefits include:

- 500€/month for a half-time job (equivalent of 2,5d/week). This internship can be completed **as part of a Master's degree**.
- A **friendly, international, and dynamic working environment**
- **Experience in a high level network active at EU level**

How to apply

Please send the following documents to paula.dediego@socialeconomyeu.org and chiara.lipari@socialeconomy.eu.

[org](#) in cc by **08 January 2026**, quoting the reference “**Project Assistant Internship – Social Economy Europe**”:

- CV in English
- Short motivation letter
- Earliest possible start date

About Social Economy Europe

Social Economy Europe is the **voice of the social economy in Europe**. It represents organisations from across the social economy ecosystem, including cooperatives, mutuals, associations, foundations, and social enterprises.

SEE works to **promote the social economy as a key driver of sustainable, inclusive, and democratic development** in Europe. It engages with EU institutions, supports its members, fosters collaboration, and contributes to shaping policies that strengthen the social economy’s role in addressing social, economic, and environmental challenges.

More information: www.socialeconomy.eu.org