

## **VACANCY – MEMBERSHIP MANAGER (ORGANISATIONS)**

### **[REMOTE]**

EDUXO – European Network for Democracy & Equality – is seeking a strategic, organised, and partnership-oriented **Membership Manager (Organisations)** to lead the development and engagement of our organisational membership base across Europe.

This volunteer role is central to strengthening EDUXO's collaborations with NGOs, youth groups, universities, schools, institutions, and networks that align with our feminist, youth-led mission.

#### ◆ **Role Purpose**

The Membership Manager (Organisations) oversees relationships with institutional and organisational members, ensuring they feel supported, informed, and actively involved in EDUXO's initiatives.

You will work in close collaboration with the Membership Lead, President, Partnerships, Community Manager, Advocacy, Events, and Governance teams.

Your work will reinforce EDUXO's role as a growing European network.

#### ◆ **Key Responsibilities**

As Membership Manager (Organisations), you will:

- Coordinate onboarding and registration of organisational members
- Manage relationships with NGOs, schools, universities, youth centres, associations, and institutional partners joining EDUXO
- Maintain the organisational membership database (GDPR-compliant)
- Facilitate communication and engagement with organisational members
- Draft updates, briefs, and tailored communications for organisations
- Identify collaboration opportunities (events, campaigns, workshops, joint initiatives)
- Coordinate organisational participation in EDUXO events and campaigns
- Produce periodic reports on engagement and partnership trends
- Support governance processes for organisational members (voting rights where applicable)
- Collaborate with Partnerships and Advocacy Teams to strengthen connections with external networks
- Contribute to shaping organisational membership benefits and long-term strategy
- Participate in monthly coordination meetings

#### ◆ **Examples of Activities**

Depending on organisational needs and cycles:

- Mapping and outreach to potential organisational members
- Setting up partners-only communications and updates
- Coordinating participation of organisational members in *Loveducation*, *YouthPowerEU*, *Art4Love*, and EU-level events
- Supporting multi-stakeholder meetings or consultations
- Ensuring that organisations are informed about benefits, deadlines, and opportunities
- Facilitating introductions between organisational members and EDUXO teams

#### ◆ Requirements

We are looking for someone who brings:

- Strong organisational, communication, and relationship-building skills
- Interest or experience in partnerships, NGO relations, membership, or stakeholder engagement
- Ability to engage professionally with institutions, schools, universities, and civil society organisations
- Structured and responsible working style
- Familiarity with spreadsheets/CRM-style systems
- Motivation to support a youth-led NGO working on gender equality and democracy
- Understanding of intersectional, feminist, inclusive values
- Ability to work collaboratively across teams
- Knowledge of English (Italian/French are a plus)

Experience in partnership management, institutional relations, or network building is an asset but not required.

#### ◆ What We Offer

As part of EDUXO, you will benefit from:

- **Opportunity to expand and coordinate a European network of partner organisations**
- **Direct engagement with EU institutions and civil society networks**
- **A volunteering / pro-bono international contract**
- **Fully remote collaboration**, with in-person opportunities in Brussels
- **Possibility to receive the EDUXO Badge as an Interest Group Representative** to EU institutions
- **Flexible working time** and autonomy in planning engagement cycles
- **Career Desk support with an HR expert**
- **Free psychological support**
- **Access to international high-level and networking events**
- **Monthly internal trainings** and opportunities to develop partnership and leadership skills
- **A meaningful role in a youth-led NGO shaping change in Europe**
- **A supportive, feminist, inclusive community**
- **Insurance coverage** during in-person volunteering activities

- As a member, **you can apply for governance roles and participate in decision-making processes**

◆ **Conditions**

- **Volunteer position (unpaid)**
- 100% remote
- Flexible schedule
- Recommended involvement: 5 hours/week

◆ **How to Apply**

Send your:

- CV
- Short motivation statement (max. 1 page)

to **risorseumane@eduxo.it**

Subject: **Membership Manager (Organisations) Application – Your Name**

Applications are reviewed on a rolling basis.