

VACANCY

Membership Officer

[REMOTE]

Location: Remote

Type: Volunteer position, 5-7 hours per week

Start date: As soon as possible

Reporting to: Membership Team Leader

About Eduxo.eu

Eduxo.eu is a Belgian non-profit organisation working to advance **democracy, gender equality, and youth participation** across Europe. Through advocacy, education, and community-building, we empower citizens to shape more inclusive and representative societies.

Role Overview

The **Membership Officer** supports the development, engagement, and retention of EDUXO's individual membership network, working as part of a collaborative Membership Team. You will help manage membership processes, support communication with members, and contribute to a positive membership experience. You will not work alone, other team members support membership operations for organisations, coordinate external outreach, and manage events. Your focus is on creating meaningful connections with our individual members. You will work closely with the Membership Lead, President, HR, Community Manager, Events, Communications, Finance, and the Board.

Key Responsibilities

- Support membership processes for individual members
- Help manage membership applications, approvals, renewals, and onboarding for individuals
- Support the implementation of membership engagement strategies
- Maintain and update the membership database, ensuring GDPR-compliant processes
- Draft and send regular updates and communications for members, including emails, briefs, and calls
- Support the organisation of members-only events, webinars, and learning opportunities
- Work with the Community Manager to welcome and integrate new individual members
- Collaborate with the Governance Team to support members' participation rights
- Contribute to the development of materials such as membership brochures, guides, and benefits lists
- Prepare periodic updates on individual membership growth and engagement
- Suggest improvements to the membership journey and value offer
- Participate in monthly coordination meetings with the Membership Team
- Collaborate with other team members on cross-functional membership initiatives

Types of Memberships You Will Support

- Individual Members, including youth, activists, and professionals

- Supporting Members
- Honorary Members, when applicable
- Members eligible for governance roles and voting rights

Requirements

We are looking for someone who brings:

- Strong organisational and communication skills
- Ability to engage with diverse communities and stakeholders
- Interest in membership systems and community building
- A collaborative mindset and proactive attitude
- Professionalism, reliability, and clear communication
- Knowledge of Excel/Sheets and basic database or CRM-style organisation
- Motivation to support a fast-growing, youth-led European NGO
- Understanding of feminist, intersectional, and inclusive values
- Good knowledge of English; Italian and/or French are a plus
- Experience in membership management, community engagement, administration, or stakeholder coordination is an asset, but not required.

How to Apply

Send your CV and (if available) a portfolio or examples of previous work to Jasmine D'Ambrosio (Talent Acquisition Specialist) at risorseumane@eduxo.it

Subject line: **Programmes Lead (EU Projects) – [YourName]**

Application Process

There is **no fixed deadline** for this position. Applications are reviewed on a **rolling basis**, and the vacancy will remain open until the position is filled. Early applications are encouraged. The process includes 1 interview of 30-45 minutes.

At Eduxo, we are committed to diversity and inclusion. We strongly encourage applications from individuals of all backgrounds.

Published on: 12/07/2026