

<p>Terms of Reference</p> <p>Call for a part-time Student Assistant</p> <p>At the AgriCord secretariat, Brussels</p>	<p>Position: Assistant (part-time)</p> <p>AgriCord is looking for a motivated student to support our team with programme management and communications. If you have an interest in agriculture and food systems, are curious about multi-stakeholder collaboration in international programmes, or are simply eager to work with a passionate and dynamic team, we'd be happy to hear from you.</p> <p>Submission date applications: 26 September 2025</p>
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Introduction

AgriCord is a global alliance of 13 agri-agencies mandated by farmers organisations (FOs) from Europe, Africa, South-East Asia, South – and North America. Our agri-agencies work world-wide to empower farmers' organizations of agricultural smallholders and family farmers by strengthening their organisational capacities, providing technical expertise and offering long-lasting strategic partnerships.

AgriCord has 13-member agri-agencies and implements several donor-funded programmes (EU, FAO, AFD, GIZ, OACPS, AECID). The thematic areas of these programmes are: technical and economic service development, lobby and advocacy, institutional strengthening, access to finance, women and youth inclusion, and climate change adaptation. AgriCord works with many stakeholders –donor organisations, research institutes, regional-, continental- and national farmers' organisations, and UN bodies.

The AgriCord secretariat consists of 9 staff members in Brussels (+1 staff based in Benin). We are a diverse, friendly and dynamic team with a flat hierarchy.

Tasks and responsibilities

As part-time student, you will work primarily in assisting function. Tasks will be assigned and guidance provided. Priorities can shift, so we're looking for someone who's flexible and well-organised, able to keep track of and juggle multiple tasks at once.

The assistant will contribute to:

1. **Data Entry and Archiving (Programme Management):**
 - Prepare, compile, and sort documents for data entry.
 - Enter data into databases and ensure accuracy.
 - Verify data and correct any discrepancies.
 - Organize and maintain digital archives.
 - Ensure documents are properly labelled and stored.
2. **Content Creation and Community Management:**
 - Draft news articles based on inputs received from Programme Coordinators.
 - Prepare visuals and texts for social media posts.
 - Keep website up-to-date: news articles, events page.
 - Manage social media accounts: LinkedIn, YouTube, Facebook.
 - Assist in preparing communication materials and publications.
 - Support webinar / event preparations.

This is a dynamic environment offering room to grow and the evolve based on the student's strengths and interests.

We primarily work at the office. Limited tele-working can be discussed if the nature of the assigned tasks allows for it.

Starting Date: As soon as possible

Timing of the assignment: until 20th December, with possibility of renewal in 2026 based on needs and performances.

Your profile

You are currently enrolled in a bachelor's or master's programme; this role is especially relevant for students in fields like communication, social sciences, agronomy, environmental studies, or international relations. But what matters most are your skills, curiosity, and mindset. You'll work on topics such as agriculture, ecology, gender, youth, and advocacy, while collaborating with a wide range of organisations. Strong storytelling, social media, and visual design skills are a big plus—we're looking for someone who can help bring our work to life through engaging content and clear, creative communication. It's a great opportunity to build experience in the NGO sector and contribute to meaningful international programmes.

We work primarily in **English and French** while Spanish is relevant in some programmes and documentation. Proficiency in all languages is not required but you should be able to navigate data in those languages with the help of translation tools.

Relevant skills:

- Familiarity with Microsoft applications and environment: Word, Excel, PowerPoint, SharePoint
- Organizational skills and eye for detail
- Storytelling and content creation
- Social media (LinkedIn, Facebook, Youtube) and website (Drupal) management
- Visual design and layout (e.g. Canva)
- Interpersonal skills
- Open mind and flexible attitude

What we offer

Contract: a regular student contract with an hourly rate of 20 EUR for approx. 15-20 hours per week to be negotiated, depending on your availability and our needs. When selected, you will be asked to present the Student@Work form indicating the number of hours you can be contracted at reduced social contributions

We offer the opportunity to gain hands-on experience in an international office setting, right in the heart of the EU quarter. You'll be exposed to a diverse range of stakeholders and topics which can add strong value to your future career development.

How to apply

Send your CV and letter to chamsyatou.mamagao@agricord.org, and lukas.hadasch@agricord.org until 26 September 2025

AgriCord is an equal opportunity employer and welcomes the applications of all qualified candidates irrespective of their racial or ethnic origin, opinions or beliefs, gender, sexual orientation, health or disabilities.