

Eurodoc Position Vacancy

Vacancy Ref. Eurodoc-2026-02

Eurodoc is seeking a Service Provider (Natural Person) to support the implementation of activities under the Erasmus+ 2026 operating grant.

Role

Project Assistant (service-based work engagement).

Scope of Services

The Service Provider will contribute to the migration of the Eurodoc website to the Wordpress framework, and to the general update and operations of the website.

Services will include:

- Executing the migration of existing website content and structure to WordPress
- Assisting in the configuration and customization of WordPress themes and plugins
- Contributing to the update, restructuring, and optimisation of website content, ensuring clarity, accessibility, and consistency
- Contributing to the integration of communication tools (e.g., newsletters, forms, social media links)
- Supporting documentation of website structure, processes, and updates for internal use
- Contributing to maintenance tasks and updates during the contract duration

All services are defined in terms of deliverables and outputs, in line with project needs.

Profile

Candidates should demonstrate:

- Experience with WordPress website management, including themes, plugins, and content migration
- Basic knowledge of HTML/CSS and website structure
- Experience in website content management and digital communication
- Ability to contribute to documentation and structured content organisation
- Experience working with international or non-profit organisations (desirable)
- Strong organisational and communication skills

- Ability to work independently in a remote and international environment

Offer

- Type of contract: Service Agreement (independent contractor)
- Duration: April 2026 – December 2026
- Work model: Fully remote
- Remuneration: Daily rate: €223.26 (VAT included if applicable). Based on Eurodoc Project Assistant cost framework.
- Workload: Estimated up to ~40 days over the contract duration.

This position requires the Service Provider to maintain timesheets in accordance with Eurodoc procedures, to ensure alignment of invoicing with recorded work, and to contribute to auditable project documentation. The Service Provider operates independently and the engagement is non-exclusive. The Service Provider will be provided with Eurodoc's online productivity tools, but will be responsible for their own equipment and working environment.