

Call for applications

EU Policy Officer

The World Jewish Congress (WJC) is the international organization that represents over 100 Jewish communities and organizations around the world. It advocates on their behalf towards governments, parliaments, international organizations and other faiths. The WJC represents the plurality of the Jewish people and is politically non-partisan.

The EU Policy Officer, based within WJC's Executive Office and reporting to the Director of European Affairs, will support the organization's advocacy, diplomatic engagement, and policy work with the European Union and its institutions, particularly the European Commission, the Council of the European Union and the European Parliament. The role will also contribute to the implementation of EU-funded projects, working closely with colleagues across the organization.

While primarily focused on EU affairs, the position will also contribute to WJC's broader diplomacy and advocacy efforts, including through its support for the Special Envoys and Coordinators Combating Antisemitism (SECCA) Forum and engagement with international partners and institutions.

Job description

Support the Director of European Affairs in WJC's advocacy, diplomacy and policy work concerning the European Union.

Monitor developments in EU institutions, member states and relevant bodies and agencies, and provide political analysis on issues affecting Jewish communities.

Conduct research and policy analysis on European affairs, including efforts to counter antisemitism and promote Jewish life.

Draft memos, briefings, speaking notes, concept notes and reports, including materials for diplomatic and advocacy meetings.

Support engagement with the rotating presidencies of the Council of the European Union to advance efforts to counter antisemitism and promote Jewish life.

Contribute to the development and implementation of WJC's short- and long-term European advocacy and diplomatic strategy.

Assist in the coordination, delivery and reporting of EU-funded projects, including project documentation, partner communication and monitoring deadlines and deliverables.

Support the planning and organization of online, hybrid and in-person events and meetings, including agendas, logistics, communication and follow-up.

Help maintain relationships with European affairs partners and contacts, and support ongoing engagement through relevant networks and meetings.

Support the coordination and activities of the Special Envoys and Coordinators Combating Antisemitism (SECCA) Forum, including the preparation and organization of meetings, follow-up activities, and engagement with participating governments and international partners.

Support wider diplomatic engagement, and initiatives within the organization's Executive Office, including the preparation of briefings, event coordination, and contributions to communications.

Requirements

Minimum a bachelor's degree and relevant professional experience, ideally in European affairs, international relations, political science, law or a related field.

Understanding of EU institutions and policymaking, with an interest in issues affecting Jewish communities in Europe.

Strong research, analytical and drafting skills, with the ability to produce clear briefings and reports.

Strong organizational skills and attention to detail; ability to set priorities and meet deadlines.

Ability to work independently and responsibly, and to collaborate effectively within an international team and with external partners.

Strong interpersonal skills, sound judgment and discretion when engaging with external contacts.

Flexibility to work outside regular office hours as needed.

Willingness and ability to travel internationally as required.

Oral and written fluency in English. Knowledge of additional languages is an advantage.

Experience in event planning, coordination, and management, particularly in an international or institutional setting, is an advantage.

Experience in EU-funded project management, reporting or financial administration is an advantage.

Proficiency in Microsoft 365, particularly SharePoint and Teams.

Gender awareness and a genuine interest in the values and mission of the World Jewish Congress.

We offer you

The opportunity to work for an international organization representing Jewish communities worldwide and contribute to its advocacy and diplomatic engagement at the European and international levels.

A collaborative and flexible working environment within a diverse, international team.

Opportunities for professional development, hands-on experience in EU affairs and EU-funded projects, and direct engagement with European institutions and international partners.

Opportunities to represent the organization externally, including through international engagements and travel abroad.

Application

Please send your CV and motivation letter by email to hr@wjc.org, with "EU Policy Officer" in the subject line.

The deadline for applications is 31 October 2026, 23:59 CET.

Interviews with shortlisted candidates will take place from 2 to 5 November 2026.

Only shortlisted candidates will be contacted. Receipt of applications will not be acknowledged.

The ideal start date is 1 December 2026.

This full-time position is based in Brussels and reports to the Director of European Affairs. The position includes a three-month probation period.

The World Jewish Congress is an equal opportunities employer.