Secretariat Officer
Big Data Value Association[1]
Brussels, Belgium

The Big Data Value Association (BDVA) is seeking for talented applicants to fill a position of Secretariat Officer in the BDVA Office in Brussels, Belgium.

About BDVA

BDVA is an industry-driven international not-for-profit organisation with over 250 members all over Europe. Our association focuses on enabling the digital transformation of our economy and society through Data and Artificial Intelligence, fostering European excellence in research and innovation. Our members include the biggest European businesses, SMEs, and start-ups alike, research and innovation organisations, and academia. Together with them and our collaborators, we advance all related areas connected to the Data Economy such as data spaces, data privacy, industrial and ethical AI, generative AI, business models, standardisation, skills, computing and many others. Find out more at www.bdva.eu. Data, data spaces, getting value out of data, AI and new business opportunities to create impact are some of the top priorities in our European economy. BDVA is in the middle of these discussions, having significant impact, developing relevant collaborations and with a very well-established community of members that are at the core of the European data and AI ecosystems!

Job description

The successful candidate will support the membership and general administration, organisation of meetings, workshops, and major events. She/he will report directly to the International Secretariat and Events Manager and will also provide support to the Secretary General. This position is targeting candidates with some work experience in the sector that want to develop their careers in a very vibrant international community.

Key responsibilities

The BDVA Secretariat Officer performs the following tasks in close collaboration with the International Secretariat Manager and the rest of the team:

- **Membership management and administration**: Including the management and maintenance of the register of members and all relevant documentation; day-to-day contact with members; management of distribution lists; contact point for the info email account; membership updates; managing new applications for membership; producing statistics & reports. Responding to emails and to requests of members. Assist the International Secretariat Manager in general financial administrative tasks and project reporting.
- **Organisation of events** including conferences, seminars and workshops. Develop effective communications for events.
- **Organisation of meetings:** Supporting the organisation and logistics for the meetings; producing minutes and reports; and handling other external affairs that align with strategic priorities and opportunities.
- **Organisational support to the International Secretariat Manager, the Secretary General and other team members**. Support to other tasks such as the documentation management, development of internal surveys, etc**.**
- **Communications support:** Supporting BDVA's communication including (but not limited to): website content management; newsletters; management of social media channels; production of communication materials.

Profile

We are looking for a proactive, reliable, detail-oriented, thoughtful, organised and customer-oriented candidate, able to work with international communities in a multicultural, dynamic and fast-changing environment. If you don´t like administrative tasks, please don't apply for this job.

Requirements:

- A minimum of a bachelor's degree or equivalent (ideally in business administration, or similar). Preferred Master's degree.
- Minimum 2 -year experience working in a similar position exposed to an international and multicultural context.
- Proficient user knowledge of Microsoft Excel, Microsoft Word, Microsoft PowerPoint, WordPress
- Proven knowledge and experience topics linked to the Association is a big plus.
- Proven working experience in project, event or/and community management activities.
- A good understanding of the environment of international non-profit associations.
- Excellent communication and drafting skills. Proven experience in managing digital communication channels. Graphic design skills is a plus.
- Very strong organisational skills.
- Knowledge about the functioning of European institutions.

The working language of BDVA is **English** and the **candidate must be fluent in English**. French is a very strong plus. Other languages are a plus. Availability to travel within Europe.

What we offer

- A full-time or part-time position with a competitive remuneration package.
- An international and multicultural work environment in an exciting and dynamic technological and policy field.
- Opportunity for personal initiative and growth
- You will be part of a highly motivated, highly skilled, open, collaborative etc. team and association focused on impact in and for Europe.

Starting date: March 2026

To apply please send your CV and motivation letter by **28th February, 2026**, to jobs@bdva.eu with the reference #SecretariatOfficer2026. Interviews will be held on a rolling basis. Those who pass the desired requirements are invited to the interview immediately. Apply as early as possible!