

Job Title: Event management intern

Location: FARI - AI for the Common Good Institute, Cantersteen 16, 1000 Brussels

Duration: Flexible; Available in April and/or May

Working Hours: Full-time (On-site)

What is FARI

FARI is a non-profit joint-university institute on AI, data and robotics focused on the Common Good. Initiated by two Brussels universities (VUB & ULB) – we are uniting the interdisciplinary expertise across 10 research groups on AI, data, robotics, social sciences, ethics, and law.

We use Brussels as a laboratory to do research together and build bridges with public administrations, industry, and citizens, promoting urban and sustainable AI, with a focus on urban and public priority domains such as health, mobility, climate and energy, sustainable robotics and participatory & inclusive society.

About the team

The FARI Central support team helps both ULB and VUB researchers in their research and innovation projects, as well as companies and public administrations in the digital transition of society. How will and can AI, Data and Robotics make a difference in making our society more sustainable?

To help the FARI research community as well as the stakeholders we work with (citizens, public administrations, companies), we are expanding this team that is based BeCentral to build a stronger institute and develop new services to support open innovation activities and the FARI objectives.

Job Description:

FARI - AI for the Common Good Institute is seeking a dedicated and proactive Event Management Intern to join the team. The successful candidate will play a key role in supporting the organization of training sessions and events hosted by FARI. They will assist with planning, logistics, and communication with participants, while also managing related administrative tasks. This internship also provides an opportunity to contribute to the coordination of events within a European project focused on the application of artificial intelligence in libraries.

Key Responsibilities:

- Assist in organizing training sessions, including scheduling, logistics, and communication with participants
- Contribute to an EU research project by supporting the organization of co-creation workshops focused on AI development and its application in libraries.
- Provide administrative support related to event planning and follow-up

Qualifications:

- Currently enrolled in an academic program related to Event Management, Project Management, or a similar field
- Fluency in English; additional languages are a plus
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Excellent communication skills

Benefits:

- Opportunity to work in a dynamic and innovative environment.
- Collaboration with a diverse team dedicated to advancing AI for the common good.
- Contribution to meaningful projects with real-world impact.

FARI is committed to promoting diversity and inclusion within its teams. We welcome applications from all backgrounds.

To apply, send your short letter of motivation and CV to info@fari.brussels