

# CALL FOR PROJECT OFFICER

## Who are we?

AEGEE / European Students' Forum is one of the biggest youth organisations in all Europe, present in over 160 cities in 40 countries. AEGEE empowers students and young people in Europe to take an active role in society. It creates a space for dialogue and learning opportunities as well as acts as their representative towards decision-makers.

## Who are we looking for?

We are currently looking for a Project Officer to work together with us in our headoffice in Brussels in the implementation of two recently approved Erasmus+ projects in the fields of social inclusion, youth active citizenship and inclusion of third country nationals in European higher education.

## Main tasks:

- Implementation of the Erasmus+ Key Action 2 *Maximising Previously Acquired Competences* (MaxiPAC.eu) and the Erasmus+ Key Action 3 / European Youth Together *European Changemakers Academy* (ECMA).
- General Project management (overview, communications, documentation, etc.)
- Research on EU Youth Policy
- Supervision and organisation of events (logistics, content)
- Communication and cooperation with partners (other NGOs, European institutions)
- Support the development of tools and resources
- Organise and create dissemination events and activities in our network
- Support with general administrative work of the AEGEE head office

## Required qualifications:

- Extensive experience in Project Management
- Knowledge and/or experience working with the Erasmus+ programme
- Financial management skills
- Minimum English C1
- Intermediate office IT skills: Microsoft Office Suite (Word, Powerpoint, Excel), online collaborative tools (GSuite, Skype, Slack), etc.
- Intercultural teamwork mindset
- Knowledge of youth policy in Europe
- Openness to work in a fast-paced and flexible international NGO environment
- Proactivity, ability to work independently and learning mindset
- Strong interpersonal and communication skills are an asset
- Willingness to travel internationally from time to time for the implementation of the projects

## ...and preferably:

- Knowledge of French
- Experience with non-formal and informal learning
- Prior engagement in youth NGOs or other NGOs at national/European level is highly valued

## What do we offer?

- An international, young and friendly working atmosphere
- A full time one-year contract starting in late January / beginning of February 2020 with possibility of extension
- Competitive salary for the youth sector

Please send your **CV** along with a **motivation letter** to [external.relations@aegee.eu](mailto:external.relations@aegee.eu) and write as subject **"AEGEE Project Officer [Your name & surname(s)]"**

Deadline to apply: **12<sup>th</sup> of January 2020 at 23:59 CET**