Project Coordinator
(Ref. SciEduDept-EMP02)

Department: SCIENCE EDUCATION DEPARTMENT

Are you interested in digital technologies and aware of how educational technologies are shaping the future of teaching and learning? Would you like to work with a young, committed team of professionals in Brussels to support innovation in schools? Are you interested in fully mastering the constraints and contractual rules of EU programmes so that projects can run smoothly? Do you have at least three years of professional experience in working with EdTechs?

European Schoolnet (EUN) is looking for a highly motivated project coordinator who is knowledgeable about the EdTech sector to join our Science Education Department in Brussels (Vacancy Reference: SciEduDept-EMP02). This position will provide you with an excellent opportunity to further expand your already existing expertise and knowledge in project coordination and EdTechs and enable you to work in a European environment liaising with colleagues and partners from all over Europe.

EUN Partnership AISBL (known as European Schoolnet) runs about 40 different projects on a yearly basis, many of them under European action programmes mostly in education, research, and technology. The day-to-day project activities are underpinned by a solid management framework, including management processes and tools that have been thoroughly validated over the years in different contexts.

Main tasks

The successful candidate will be responsible for supporting project managers in the implementation of activities in major European initiatives in the field of educational technologies, while reporting directly to the Head of the Science Education Department. The following list of tasks is for indicative purposes only. It will be adapted to meet the priorities of the organisation and in response to skills demonstrated by the project manager. Tasks will include:

- Capacity building / pedagogy, e.g. supporting the design of MOOCs on EdTech topics.
- Research / content, e.g. carrying out research on latest EdTech practices, and writing guidelines and surveys, contributing to the knowledge base; analysing data and producing evaluation reports.
- Outreach to ecosystem, e.g. moderating community exchanges, animation of EdTech events, presenting the project and EUN at different relevant events....
● Coordination, e.g. of local EdTech networks and associate partners, support with minutes, reporting, etc. Additionally, coordination of project partners and management related tasks, chairing partners meetings, workshops, etc.

● Supporting project managers in the implementation of activities in major European initiatives in the field of educational technologies, while reporting directly to the Head of the Science Education Department.

● Overall: contributing actively to the development of project outputs, writing, and contributing to new proposals as well as overall EdTech strategy at European Schoolnet, in collaboration with EUN’s Future Classroom Lab’s team.

Profile and skills

● At least three years of effective experience in working with EdTechs, with an emphasis on the education side.

● University degree with strong motivation and interest in the following areas: Educational Technologies, Emerging Technologies, ICT in Education, Industry collaboration and European funded projects.

● Experience European project management of European Commission funded project with very good knowledge of Horizon 2020 procedures is a plus.

● Excellent spoken and written English.

● Strong organisational, time management and problem-solving skills. Attention to detail.

● Diplomatic, excellent communication and engagement skills. Negotiation skills.

● Ability to work under pressure, manage competing priorities, and meet deadlines.

● Excellent understanding of IT tools (MS Office Word and Excel are essential) and videoconferencing tools (e.g., Adobe Connect, Microsoft Teams, etc.).

Useful information

● **Duration of contract:** 1-year renewable (with the possibility of a CDI after the 2nd year). This is a full-time position starting as soon as possible.

● **Deadline for applications:** until the position is filled. Interviews will be organised as soon as possible on a rolling basis either in Brussels or at distance.

● **Benefits:** Salary in line with experience and qualifications, meal vouchers, travel expenses support, corporate hospitalisation insurance, hybrid position: Remote working from the Belgian residence up to three days per week allowed (Science Education Department colleagues work from the office on Thursdays and Fridays) and up to 20 days remote working from outside Belgium per year (pro-rata to months worked within the calendar year).
● **Location:** European Schoolnet, Rue de Treves, 61, Brussels, Belgium. The selected candidate must have their residence in Belgium.

● **Interview process:**
  - Selected candidates will have a first interview as soon as possible via video conference with the head of the Science Education Department and Human Resources.
  - Short-listed candidates will have a second interview with the Executive Director of European Schoolnet and a Senior Adviser.
  - Due to the volume of applications, only pre-selected candidates will be notified.

### How to apply

Please send your **motivation letter and CV** in English, as one single file\(^1\) to **jobs@eun.org** with **agueda.gras@eun.org** in CC.

- Make sure to include the Vacancy Reference in the subject of the email.
- The motivation and CV file should be named: SciEduDept-EMP02-LASTNAME.pdf (no spaces).

### About European Schoolnet

**European Schoolnet** is a network of over 30 European Ministries of Education, based in Brussels. As a non-profit organisation, we aim to bring innovation in teaching and learning to our key stakeholders: Ministries of Education, schools, teachers, researchers, and industry partners. Since its founding in 1997, European Schoolnet has used its links with education ministries to help schools make effective use of educational technologies, equipping both teachers and pupils with the skills to succeed in the knowledge society. We pledge to support schools in achieving effective use of ICT in teaching and learning; improve and raise the quality of education in Europe; promote the European dimension in education.

### About the Science Education Department

STEM Education, including Educational (Emerging) Technologies, is one of the priorities of EUN’s Ministries of Education (MoEs). In the last 10+ years, this team has been involved in over 60 education projects including both EC funded initiatives (e.g., Scientix, the community for science education in Europe) and private funded projects (e.g., the STEM Alliance). The department consists of 24 colleagues, including project managers, pedagogical advisers, and communications officers.

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\(^1\) You can find different online tools to combine pdfs, e.g., [https://www.ilovepdf.com/](https://www.ilovepdf.com/)