PROJECT COORDINATOR – DEVELOPMENT AND ADVOCACY DEPARTMENT

European Schoolnet is looking for a motivated Project Coordinator to join the Development and Advocacy Department (Vacancy Reference: DevAdv-2022PC) and contribute to the management of ambitious educational projects, especially in the field of innovative teaching and learning, computer science education, and digital skills development.

The post will offer to the selected candidate the opportunity to operate in a dynamic working environment, contribute to the success of large-scale initiatives and to their social and educational impact, grow progressively in their position developing ownership and acting proactively.

MAIN TASKS
- Support the Project Manager to overview and coordinate the delivery of the assigned project
- Organise and attend project meetings
- Organise workshops and other project-related activities
- Follow-up with and develop project outputs and deliverables
- Manage smaller and larger scale networks of teachers and policy makers
- Animate project communities and motivate their members
- Oversee the project spending against the available budget
- Contribute to the monitoring of calls for proposals and tenders and identify the opportunities most appropriate for the organisation.
- Contribute to the writing of proposals for European or private funding opportunities

PROFILE AND SKILLS

Must haves:
- At least a bachelor’s degree in a relevant subject
- Minimum of 2 years of relevant working experience
- An excellent command of English, both spoken and written. Additional languages are an asset.
- Strong organisational skills.
- Ability to learn fast and deliver quality results while respecting deadlines.
- Flexible and adaptable, with a willingness and determination to overcome issues and seek solutions.
- A team player with strong interpersonal and intercultural skills to succeed in an international environment.

Preferable:
- Knowledge and of EU-funded project cycle management
- Previous experience on project management
- Previous experience with educational projects
- Availability to start working as soon as possible
USEFUL INFORMATION

- **Duration:** 1 year renewable
- **Deadline for applications:** 15 August 2022 at 12:00 am CEST. Early application recommended.
- **Benefits:** Salary in line with experience and qualifications, meal vouchers, travel expenses support, corporate DKV hospitalisation insurance.
- **Location:** European Schoolnet, Rue de Trèves, 61, Brussels, Belgium.
- Applicants must be EU citizens or possess a valid work permit for Belgium.
- Interviews will take place as soon as possible either in Brussels or at distance.
- Due to the volume of applications, only pre-selected candidates will be notified.

HOW TO APPLY

Please send your CV and motivation letter in English, as one single file to jobs@eun.org. The motivation letter should show how your background and interests fit the tasks planned for this position.

- Make sure to include the Vacancy Reference in the subject of the email (DevAdv-2022PC)
- The file should be named: LASTNAME FirstName – Vacancy Reference.

ABOUT EUROPEAN SCHOOLNET

**European Schoolnet** is the network of 33 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 achieve 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 DEVELOPMENT AND ADVOCACY DEPARTMENT

The Development and Advocacy team is responsible for overviewing the business development and partnership opportunities at corporate level. In addition to contributing to proposals and offers writing, the team implements projects in the field of innovative teaching and learning methods (e.g., Mentoring for School Improving), as well as of computer science education and programming (e.g., EU Code Week). Since 2021, the team coordinate the activities of the Future Classroom Lab, an inspirational learning environment in Brussels, challenging visitors to rethink the role of pedagogy, technology, and design in their classrooms.