European Schoolnet (EUN Partnership) is looking for two dynamic and enthusiastic Project Officers (Ref. DigCi-PO-2022) to join its Digital Citizenship Department.

The Project Officers will support the relevant Project Manager(s) in implementing activities planned within Digital Citizenship projects, such as the Better Internet for Kids (BIK) initiative and the Empower Manpower against gender-based violence online (MenABLE) project.

Two Project Officer positions are open in the department.

Position #1 will focus on supporting the coordination and administration of the MenABLE project and its activities, including meetings and events (e.g., hackathon, roundtable, workshops). The position will also include an involvement in content groups and tasks.

Position #2 will entail general project management support within the BIK project, including the preparation of regular progress meetings and reports and the administration of a number of working groups and governance bodies. These tasks will be carried out in combination with more focused content, policy and research-oriented work covering a variety of online safety issues and topics, typically in partnership with subcontractors or external experts.

**Main tasks**

- Provide day-to-day project management and administration support, mainly for EU-funded projects.
- Support the coordination of meetings and events, may they be held face to face, online or in hybrid format.
- Contribute to the production of project deliverables, reports and other documents (e.g., progress reports, minutes, presentations).
- Produce or edit content pertaining to digital citizenship topics.
- Support content, policy and research-oriented activities by collecting information, analysing data and presenting findings.

**Profile and skills**

- A Master’s degree in a relevant field (e.g. social sciences, digital media or communication studies, business, international relations).
● **At least 3 years** of full-time work experience in a similar function.

● Excellent written and spoken English; additional languages would be an asset.

● Full proficiency in the Microsoft Office suite (Outlook, Excel, Word, PowerPoint, SharePoint).

● Knowledge and experience of remote working and collaboration tools (e.g., Teams, Lifesize, etc.) and of online tools for organising interactive sessions is an asset (e.g., Miro).

● Good data collection and analysis skills (e.g., survey creation, analytics, data visualisation).

● Good content creation and research skills as well as knowledge of research methods.

● Prior experience in planning events and meetings.

● Strong diplomatic and coordination skills to liaise with a network composed of public entities, EU institutions, industry partners and academic stakeholders.

● Good organisational skills, flexibility and ability to learn fast, as well as the ability to meet tight deadlines.

● A team player with strong interpersonal and intercultural skills to succeed in an international environment.

● An interest and/or experience in topics such as online safety, gender balance, digital skills and digital transformation in general is an asset.

**Useful information**

● **Duration of contract:** 1 year contract. This is a full-time position starting early 2023.

● **Deadline for applications:** 8 January 2023 at 23:59 CET (Brussels time), however 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 DKV hospitalisation insurance.

● **Location:** European Schoolnet, Rue de Treves, 61, Brussels, Belgium.

● Applicants must be EU citizens or possess a valid work permit for Belgium.

● 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 with murielle.piette@eun.org in copy. The motivation letter should show how your background and interests fit the tasks planned for this position.
Interviews will be held jointly for both positions. However, should you have a strong preference for one of the positions, please kindly mention this at the top of the motivation letter (Position #1, Position #2).

Any additional information you wish to send should please be incorporated into the single file rather than in the main body of your email. Thank you!

The file should please be named: `LASTNAME FirstName – DigCi-PO-2022`.

Make sure to include the Vacancy Reference in the subject of the email (Ref: DigCi-PO-2022).

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**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.

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**About the Digital Citizenship Department**

Digital skills and literacies enable children and young people to become active, critical and creative digital citizens. With a team of around 15 staff members, the Digital Citizenship Department’s key areas of focus include online safety and responsibility, media and digital literacy, digital skills for jobs and life, as well as coding and computational thinking.