

PROJECT COORDINATOR

The European Youth Card Association (EYCA) is a non-profit organisation that represents 38 youth card organisations in 36 countries across Europe. EYCA member organisations issue the European Youth Card to over 6 million young people, providing them with over 60.000 discounts and special services and programmes. All EYCA members are committed to promoting youth mobility and active citizenship. For more information, please visit www.eyca.org.

EYCA is looking for a Project Coordinator to join our office in Brussels, preferably starting in September 2018. The ideal candidate should have the following profile:

Work experience (3-5 years)

- Relevant experience in the European youth sector: projects, policies or training areas;
- Relevant experience in coordinating multi-stakeholder, large-scale European projects;
- A good track record in coordinating projects funded via EU programmes and following the full cycle of project management: from developing the grant application to reporting;
- A strong interest in youth civic engagement and public participation;
- Experience in working with public institutions (from the local to the European level);
- Experience in working with membership-based organisations;
- Experience in communication campaigns is desirable;
- Open to learning about databases, mobile applications and content management systems as used in European Youth Card operations.

Languages

- English: Proficient (C1-C2)
- Spanish: Proficient (C1-C2)
- French: Intermediate (B1-B2)

Education

- Minimum BA Degree in social sciences or business administration;
- A good understanding of the European institutional design.

Your role

- Coordinating a large-scale, European project related to the upcoming EU elections in 2019:
 - Technical coordination among partners and implementation of the action plan;
 - Financial planning and management of documentation;
 - Communication with networks of young people;
 - Frequent travel related to project activities;
 - Any other aspects related to the implementation of activities.
- Offer specific support to part of EYCA's membership;
- Technical and financial coordination of other EYCA projects, mainly related to European volunteering, and direct communication with beneficiaries;
- Develop grant applications for EU calls (mainly in youth sector) related to youth mobility, civic participation and organisational development: grant writing and managing documentation.

What we offer

- Friendly, multi-cultural working environment in our Brussels office;
- 24.000 Euros annual remuneration under a *consultancy / self-employment contact*;
- Reimbursement of monthly transportation costs in Brussels area (50 Euros/month) and lunch vouchers;
- 20 days of annual paid leave;
- The contract is for 1 year with the possibility of extension.

The Project Coordinator is **expected to start** anytime between mid September and mid October, but **no later than the 15th of October 2018**.

How to apply

Candidates are invited to send an updated CV, a cover letter and the contact details of at least two references to hr@eyca.org by the **10th of September 2018**. Please mention 'Project coordinator *_your last name_*' in the subject line.

Due to the expected high number of applications, only short-listed candidates will be contacted for the next steps.