

Project Manager, Connecting Europe

Connecting Europe is a project at the European Policy Centre funded by Stiftung Mercator. Its objective is twofold: To connect civil society organisations with EU decision-makers and to transnationalise EU policy debates. Established in 2017, Connecting Europe has grown into a network of 45+ organisations, which includes a broad range of research institutes, NGOs, think tanks, network projects and fellowship programmes working across Europe. The project covers topics relevant to the EU policy community as well as to the partner organisations: rule of law and democracy, climate change, the digital transformation, as well as the future of EU foreign policy.

By conducting those activities, Connecting Europe fosters an open, constructive dialogue between member states and decision-makers in Brussels. It promotes sustainable exchanges between civil society initiatives on the ground and the policy community in Brussels. The project aims to enhance mutual understanding between EU countries and to positively contribute to the cohesion of the European project.

Profile

- Strong interest in European affairs and commitment to European integration
- University degree in political and social sciences, international affairs, law, economics, or history
- Proven expertise in EU affairs, including e.g. EU democracy and governance issues, EU geopolitics and/or the environment.
- At least 3 years of experience in project management and inclusive network facilitation skills
- Ability to engage, convene and network with people from different disciplines, cultures, and backgrounds
- Demonstrated ability to research, write and present high-quality policy analysis
- Proven experience of working with senior managers
- Ability to work independently as well as in a multi-disciplinary team
- Dynamic, flexible, reliable and attentive to detail
- Fluent in English and competent in German, fluency in at least one other major European language is a plus.

Main Duties

- Responsible for the operative planning and implementation of projects within Connecting Europe Project,
- Support the Project Lead in the consolidation and growth of the Connecting Europe network, as well as the relations to Stiftung Mercator and with the EPC colleagues;
- Support the Project Lead in the supervision of project assistants and interns;
- Coordinate event processes from beginning to end, such as drafting invitations and debriefs, liaising with the events team and the project partners;
- Responsible for CE newsletter and social media accounts;
- Research and analysis tasks, including drafting comments and talking points;
- Writing activity reports and annual project reports.

The post will remain open until Wednesday 30 August, with a first analysis of applications on Wednesday 16 August. Interviews and recruitment will take place on a rolling basis. For more details about how to apply, see below.

How to Apply

Candidates who meet the requirements should send by e-mail a **one-page motivation letter addressed to Emma Woodford, EPC Chief Operating Officer, together with a CV, each in PDF format**, to cv@epc.eu

The email should include the **name of the position, the programme, and your name and surname in the subject line**, for example, Project Manager Connecting Europe Name Surname.

All applicants are warmly invited to include writing samples. Applicants to the communications position, please include your attachments together with CV and motivation letter.

The EPC is an equal opportunities employer. We value diversity and particularly encourage applicants from groups of society that are not well represented in Brussels think tanks, Brussels-based civil society or European policy making.

*All applicants will be sent a diversity survey upon receipt of your application. The data will be confidential and only used for our internal monitoring purposes. **Please do not include a photograph in your application.***

In view of the expected high number of applications, please note that we will only be able to contact shortlisted candidates.