

JOB DESCRIPTION

Post title:	Coordinator
Hours:	Full time (38 hours/week)
Location:	Brussels (some travel required)
Salary: gross/month)	Salary is commensurate with experience (between 3,500 – 4,000 €
Benefits:	13 th month and holiday pay, lunch vouchers, contribution to public transportation
Starting date:	January/February 2024

THE ORGANISATION

The Coppieters Foundation is a European Political Foundation, recognized as such by the European Parliament since 2007. Coppieters Foundation is a think tank focusing on European affairs. Our aim is to observe, analyze, and raise awareness about issues of special interest for the foundation and its members, including the principle of subsidiarity, minority rights, the right to self-determination, democratic values, social justice, sustainability, and gender equality. We act as a platform for dialogue between the academia, think tanks, political foundations, civil society and the European institutions.

The Coppieters Foundation is seeking to hire a full-time Coordinator for its Brussels office for a period of 1 year (from approximately January/February 2024 to January/February 2024) with the possibility to extend the contract to permanent following a positive evaluation of performance.

THE POSITION

The Coordinator will lead the organisation, overseeing European projects in the field of cultural and linguistic diversity, collective and minority rights, multi-level governance, decentralization, state and constitutional reform, statehood processes, self-determination, migration, social justice, and

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peace studies. This position is an opportunity to join an organization where every person counts and to contribute to European public policy issues from a diversity perspective.

The main responsibility is the daily management of the Foundation, ensuring project deliverables are on time, within budget and at the required level of quality. The Coordinator will also be responsible for internal and external communications and information-sharing, network management, administration and finance.

The Coordinator will manage the rest of team and will frequently liaise with Coppieters Foundation members and researchers, project partners, the European Free alliance (EFA) and the European Free Alliance Youth (EFAY). We work directly with the Greens-EFA group at the European Parliament.

DUTIES AND RESPONSIBILITIES

Leadership:

- Lead the coordination and relations with the president, Bureau members, representatives of member organisations and other institutions.
- Representation of the Coppieters Foundation in all in missions, visits to foundations/organisations, institutions, etc.
- Relations with the European Institutions, mainly the European Parliament.
- Lead the organisation of network meetings (an annual General Assembly and quarterly Bureau meetings) and working documents;
- Coordinate with the rest of the team in booking venues, catering, technical assistance, interpretation, travel arrangements and accommodation for members;
- Leading functional meetings;
- *Devising strategies and engage in partnerships/projects that increase the amount of own resources (income) for the foundation.*

Project management:

- Manage the annual call for projects and liaise with the project partners and other key stakeholders throughout the project cycle;
- Development and implementation of the yearly work programme and ensure timely preparation of progress updates and reports;
- Lead the organisation, preparation and logistics of project events;

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- Oversee the production of documents for events, including programs, background notes, leaflets, press kits and any other required documents;
- Coordinating policy papers or research publications progress to ensure publication is on time and budget.

Communications and outreach:

- Development and implementation of a communications strategy
- Oversee the communication plan (update of the website, social media, monthly electronic newsletter, distribution of studies to relevant contacts and subscribers, etc.);
- Building relationships with media, including disseminating press releases, organising press conferences, preparing press kits and setting up media interviews;
- Compiling and monitoring web and social media statistics according to success indicators of the strategic plan;

Administration:

- Management of the team and human resources related tasks
- Together with the Finance Officer lead the grant management process (preparation, closure and audit);
- Day-to-day management of the office in Brussels and general administrative lead, including project-related administration and finance.
- Together with the Finance Officer, process payments;
- Update information on EU transparency register on a yearly basis.

PROFILE SPECIFICATIONS

The position is open to graduates in any field of knowledge, but preferably with an academic background in European affairs, international relations, political science, law, economics, or a related field.

We highly value diversity in our team and we consider it key to the success of the organization.

Required:

- Educated to at least a degree level
- Multilingualism is required. Fluency in English and knowledge of French is required. Knowledge of Spanish is a strong asset

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- At least 5-7 years of relevant working experience (internships/traineeships included)
- Knowledge of the functioning of EU institutions and European policy-making, knowledge of the European Parliament and its regulations
- Good knowledge of project management methodologies
- Good understanding of accounting
- Experience in budget management
- Experience working in a transnational network at the European level
- Experience in managing a team
- Ability to manage multiple projects simultaneously, prioritize tasks and respect deadlines
- Excellent managerial, planning and organizational skills
- Experience in communication strategies
- Good oral and written communication skills
- Excellent attention to detail
- Fully computer literate
- Team player and independent
- Proactive, quick learner with a positive "can do" attitude
- Sympathetic to the goals of Coppieters Foundation
- Respect for diversity and equality
- Willingness to travel
- Ability to work in Belgium

Desirable:

- Knowledge of EU project/grant management
- Master's degree in a related field
- Familiarity with topics of interest to Coppieters Foundation: cultural and linguistic diversity, collective and minority rights, multi-level governance, decentralization, constitutional reform, self-determination, migration, social justice or peace studies
- Knowledge of other European languages, including minority languages
- Familiarity with web and social media management

APPLICATION PROCESS

Interested applicants should submit their **CV and motivation letter** no later than midnight (CET) on **10 December 2023** to info@ideasforeurope.eu with the subject line "Coppieters Coordinator 2023: your name surname".

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Your personal data will be processed solely by Coppieters Foundation and only for the purposes of completing the recruitment procedure. It will be stored safely and securely. To ensure GDPR compliance please include the following sentence to the body of your email confirming your **consent**: "I agree to Coppieters Foundation processing data for the purpose of the selection procedure".

Interviews are scheduled to take place in Brussels. Shortlisted candidates will be notified about the interview's date and, if not based in Brussels, will need to arrange travel. The Coppieters Foundation will reimburse expenses for interviews upon receipt of valid documentation and a completed reimbursement form. We regret that only shortlisted candidates will be contacted.

Note that Coppieters Foundation is an equal opportunity employer and does not discriminate on the basis of origin, religion, gender, disability, and/or sexual orientation. We welcome applications from women and/or individuals from minority or marginalised groups.

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