

**The European Environmental Bureau**  
is recruiting for a full-time  
**Project Coordinator (“[Make Europe Sustainable for All](#)”)**

The European Environmental Bureau (EEB) is recruiting a Project Coordinator in the Global Policies and Sustainability Unit who will take the lead during the final year of the 3-year project [Make Europe Sustainable For All](#). The EEB is carrying out this project together with 25 Civil Society Organisations (CSOs) in 14 different EU Member States. We are looking for a highly motivated self-starter with a proven track record of successfully coordinating EU-funded projects, a strong commitment to sustainable development and the appetite to strategize around and design a potential new project phase together with the Global Policies and Sustainability Unit. The Project Coordinator will be based in the EEB office in Brussels and report to the Director for Global Policies and Sustainability with an initial one-year contract.

**The successful candidate will:**

- Effectively and swiftly coordinate the activities of the 25 project partners including internal communication, general administrative and financial tasks (in cooperation with the project finance officer) as well as reporting, monitoring and evaluation;
- Coordinate the tasks of the project team (who are line-managed by the Director of the Unit) as well as of interns, volunteers and external consultants;
- Ensure the efficient organisation of project activities including internal meetings such as the regular meetings of the Executive Committee, working groups, conference calls, project partners’ meetings as well as public conferences, meetings and actions in cooperation with other project partners;
- Monitor the smooth implementation of all project activities in accordance with the project schedule and Log Frame, budget and all legal and contractual requirements;
- Liaise with DG DEVCO and represent the EEB towards the donor;
- Facilitate the work of the 25 project partners, for instance, by providing advice on the implementation of activities or in project management and reporting;
- Closely follow discussions and ensure good coordination with [SDG Watch Europe](#) in cooperation with the project supervisor;
- Lead on the final reporting of the project in August/September 2020 and coordinate the external evaluation of the project;
- Publicly represent the project for the EEB in absence of the project supervisor.

**Qualities and experiences required for post:**

- A relevant academic degree at Master level (additional work experience may be accepted in lieu of this);
- At least 4 years of relevant experience in coordinating larger EU-funded projects (as the project lead) with sound understanding of rules and conditions of EU grants;
- Strong project management skills including internal communication, reporting, documentation, monitoring and evaluation;
- Experience in managing diverse consortia coming from different cultures and sectors of civil society;
- A sound grasp of the functioning of EU institutions, and of EU environmental and sustainable development policies, in particular the SDGs;
- Experience in coordinating teams;
- Excellent coordination, organisation and networking skills as well as strong time management skills;

- Be a team player, accountable and able to work autonomously;
- Speak and write English fluently, with fluency in other EU languages being considered an asset;
- Experience in financial management and/or project design and proposal writing are an asset;
- Be prepared to travel occasionally.

#### **The EEB offers:**

- An initial one-year contract with a gross monthly salary of EUR 3300 (depending on experience) coupled with the following benefits: holiday bonus, 13th month, pension scheme, luncheon vouchers;
- Training based on individual needs;
- A full-time position with the possibility to discuss a contract for a 4-day week if necessary;
- A stimulating, international work environment in an attractive office in the heart of the EU quarter;
- An opportunity to work for a worthy cause;
- Team spirit, supportive colleagues and care for work-life balance.

#### **Application process:**

Please email your application in English to [personnel@eeb.org](mailto:personnel@eeb.org) including a CV, cover letter and the answer to the following questions (max. 250 words each):

1. *What do you think are the major challenges for a project that strives to raise awareness of the SDGs through a cross-sectoral coalition of civil society organisations?*
2. *What do you think are the most important tasks for the successful closing year of a 3-year project carried out by a large consortium in 14 different countries?*

Please ensure to mention in your cover letter how you meet the essential qualifications and skills for this position. Do mention if you are not available to start on 1 October (and when you would be) or if you are not available for interviews in person in Brussels in the week of 2 September. Do mention if you prefer a part-time arrangement.

Clearly mark: "Project Coordinator" in the subject of your email.

**Deadline for Application:** 19 August 2019

**Interviews first round:** 2-5 September 2019

**Place:** EEB office in Brussels

**Proposed starting date:** 1 October 2019

#### **The EEB is an equal-opportunities employer.**

Due to limited staff resources and numbers of CVs anticipated, only candidates selected for interviews will receive a reply.

Please read our recruitment privacy statement before applying: <https://eeb.org/eeb-recruitment-privacy-statement/>

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