

Project Assistant at Ecsite, Brussels

Context

Ecsite (the European network of science centres and museums) was created over 25 years ago. Nowadays Ecsite gathers more than 350 organisations committed to inspiring people with science and technology and enabling dialogue between science and society. Members are science centres, museums, aquaria and zoos, but also festivals, planetariums, universities and open labs, foundations and learned societies, companies, local authorities, etc. Through Ecsite, members keep up to date with current issues in the science engagement field, spread their news and events, meet up at the biggest European science engagement conference and participate in EU-funded projects. Further information can be found at <http://www.ecsite.eu/about/mission>

The position in a nutshell

You will be assisting in the implementation of activities related to EU-funded projects to ensure they are carried out consistently and successfully in accordance with the projects' rules and work plans. Communication and dissemination of projects will be a big part of the job. You will monitor all aspects for clear goals, objectives and timelines by liaising with the consortium, raising critical issues as appropriate, producing the required contents and ensuring that priorities and objectives are met. Please note that the Project Assistant will not work on policy-issues or advocacy.

Main tasks

- Assist in delivery of project activities and deliverables throughout the duration of projects in a timely manner
- Perform various presentations and proactively disseminate the project results.
- Produce communication material for the projects
- Assist in organising and promoting meetings, workshops and events (including logistics)
- Assist with administrative and financial management, in coordination with Ecsite accountants and project managers
- Assist partners and third parties with administrative aspects of the project, including the monitoring and implementation of administrative rules and procedures of FP7 and Horizon2020 EU funded projects
- Produce and submit activity and financial reports (Form C), in accordance with rules specified by the European Commission
- Produce background documents for meetings, minutes, and any other required justification document

Training, Skills and Qualities

Essential

- University degree
- Some knowledge in science communication
- Experience in project management
- Fluency in English (native level) – communicate effectively with a variety of partners from diverse backgrounds and EU countries
- Excellent communication skills including the ability to write press releases, prepare reports, make presentations
- Experience in communication through social media channels
- Excellent working knowledge of Microsoft Office (word, excel, power point), management databases, reporting tools and social media
- Interest in working in a multicultural team
- Capable of handling multiple tasks, prioritise workload, rapid responsiveness
- Strong organisational and analytical skills
- Ability to travel for project meetings within Europe

Desirable

- Experience in communications positions
- Training in project management and/or science communication
- Experience in managing EU-funded projects, including administrative procedures

Place in the organisation

The project assistant will collaborate with 10 other members of the team. He/she will report to project managers for content and the Executive Director for the rest. He/she will work closely with the communication's team.

Employment terms and conditions

- Type of contract : Temporary full time / Duration: 11 months
- Salary: around 1800 EUR (NET) depending on personal circumstances and experience
- Applicants must be able to legally live and work in Belgium. The contract will be subject to Belgian social security and taxes
- Preferred start date: 15 February 2016
- Ecsite is committed to providing an equal opportunity work environment

Applications

We will be evaluating applications on a rolling basis until we find the best candidate. The deadline to apply is Friday 8 January 2016 18.00 CET, however we strongly advise to apply as early as possible. Only candidates selected for the interview will be contacted – thank you for your understanding.

Please send your application (cover letter plus curriculum vitae) in English to the following email address: info@ecsite.eu - mention "PA2016 - Name of applicant" in the subject line.