

Job opportunity: Project Manager (with a strong communication focus) at Ecsite, Brussels

Context

Ecsite's vision is to foster creativity and critical thinking in European society, emboldening citizens to engage with science.

Active in the field of science engagement, our 320+ members include science centres, museums, research bodies, festivals, universities, planetariums, foundations and learned societies, companies offering products and services to the field, local authorities, etc.

Ecsite members' convening power draws more than 40 million citizens each year to science-related debates, exhibitions, workshops, events or platforms.

As a network, Ecsite catalyses its members' collective strengths into a powerful voice, at the forefront of public engagement with science.

To service its members, Ecsite organises the largest professional science communication conference in Europe, represents science engagement at a European level, shapes and spreads best practice through its publications and awards, takes part in European projects – and more.

The Ecsite Executive office is centrally located in Brussels. English is the working language.

The position in a nutshell

The focus of your work will be on communication, dissemination and marketing related activities of EU-funded projects to ensure they are carried out consistently and successfully in accordance with the projects' rules and workplans. 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 Manager will not work on policy-issues or advocacy.

Main tasks

The Project Manager will cover a set of tasks mainly related to the contents and communication management as well as the organisational, administrative, financial for each of the projects for which s/he will be responsible:

- Produce different forms of content for a variety of online and offline communication channels including (but not limited to) websites, social media, magazines, flyers and presentations
- Organise and promote meetings, workshops and events (including logistics) both online and face to face

- Produce background documents for meetings, minutes, and any other required justification document
- Ensure delivery of project activities and deliverables throughout the duration of projects in a timely manner
- Facilitate networking and exchanges between project partners as specified within the consortium
- Perform various presentations and proactively disseminate the project results.
- Assist with administrative aspects of the project, including the monitoring and implementation rules and procedures of Horizon2020 EU funded projects
- Produce and submit activity and financial reports, in accordance with rules specified by the European Commission

Training, Skills and Qualities

Essential

- Masters' University degree or the equivalent
- Experience or background in communications and marketing
- Experience in project management
- Fluency in English (native level) – communicate effectively with a variety of partners from diverse backgrounds and EU countries
- Proficient use of social media
- Excellent communication skills including the ability to prepare reports and make presentations
- Excellent working knowledge of Microsoft Office (word, excel, power point) and the Adobe suite
- Interest in working in a small multicultural team
- Capable of handling multiple tasks, prioritise workload, rapid responsiveness
- Strong organisational and analytical skills
- Ability to travel for project meetings within Europe once possible

Desirable

- Training in science communication
- Understanding of the Public Engagement, science education and Responsible Innovation fields
- Experience with the development and coordination of communication campaigns

Place in the organisation

The Project Manager will collaborate with 9 other members of the team. S/he will report to the Senior Project Manager and work closely with other Project Managers as well as the Communications and Events team and Administration team and accountants.

Employment terms and conditions

- Type of contract : Temporary full time / Duration: 1 year
- Salary: 3.000 euros gross/ month
- 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: 1st of January 2021.

- 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 30th of October at 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 “PM2020 - Name of applicant” in the subject line.