

Job opportunity: Associate / Project Manager at Ecsite, Brussels

Context

Ecsite has a vision to foster creativity and critical reflection in European society, emboldening citizens to engage with science.

Active in the field of science engagement, our 300+ 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

You will be responsible for implementing activities related to [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. Depending on experience, you will be hired either as an **Associate Project Manager** or as a (full) **Project Manager**. Please note that you will not work on policy-issues or advocacy.

Main tasks

You will cover a set of tasks related to the contents, as well as the organisational, administrative, financial and communication management for each of the projects for which you will:

- 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
- Provide content for project websites and social media
- Update websites and social media accounts and work towards increasing their reach
- Organise and promote meetings, workshops and events (including logistics)
- Perform administrative and financial management, in coordination with Ecsite accountants
- Assist with administrative aspects of the project, including the monitoring and implementation rules and procedures of Horizon2020 and Horizon Europe EU-funded projects

- Produce and submit activity and financial reports, 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 and/or STE(A)M education
- Experience in the full cycle of project management, including development, implementation and reporting, preferably in the framework of EU-funded projects. Experience will determine the level that the candidate will be hired (i.e. Associate / Project Manager)
- Fluency in English (written and oral) – communicate effectively with a variety of partners from diverse backgrounds and EU countries
- Excellent communication skills including the ability to prepare reports, make presentations and use social media efficiently
- Excellent working knowledge of Microsoft Office (word, excel, power point)
- 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

Desirable

- Training in project management and/or science communication
- Experience in proposal writing for EU-funded schemes
- Understanding of the Public Engagement, STE(A)M Education and Responsible Innovation fields
- Experience with the development and coordination of communication campaigns.
- Experience with visual collaboration platforms and online tools

Place in the organisation

You will collaborate with other members of the team. You will report to the Senior Project Manager and work closely with other Project Managers, as well as the Events and Communications team and accountants.

Employment terms and conditions

- Type of contract: full time
- Duration: one year, renewable, depending on available funding
- Working place: The Ecsite office at 89 Avenue Louise, 1050, in Brussels, with the option of teleworking up to 8 days per month.
- Attractive remuneration and benefits
- 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: **as soon as possible**.
- Ecsite is committed to providing an equal opportunity work environment

Applications

Applications will be reviewed until the position is filled. Interviews take place between **on a rolling basis**.

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:

fboivin@ecsite.eu - mention “PM2023 - Name of applicant” in the subject line.