

## **JOB DESCRIPTION**

### **PART-TIME JUNIOR PROJECT MANAGER 2016 RECRUITMENT**

#### **About us**

The European Youth Information and Counselling Agency (ERYICA) is an independent European organization based in Luxembourg and composed of national and regional youth information coordination bodies and networks. It works to intensify European cooperation in the field of youth information work and services. It aims to develop, support and promote quality generalist youth information policy and practice at all levels; in order to meet the information needs of young people and to apply the principles of the European Youth Information Charter.

We work intensively with the Council of Europe, with the European Commission as well as with institutional, private and public stakeholders active in the field of youth work and youth policy. We are a staff of three professionals committed to youth policy development in Europe.

#### **Your profile**

- You are interested in youth policy development;
- You wish to work in an international organisation in Luxembourg;
- You have a higher education degree in a relevant field;
- You are able to communicate in English and French at an excellent level, especially in text production (additional languages will be an asset);
- You are used to carrying out administrative tasks;
- You have project management experience;
- You are aware of the Erasmus+ and Horizon 2020 programmes, and preferably already supervised upon EU-funded projects;
- You have organised trainings or events;
- You have experience in using diverse communication channels and tools;
- You know how to work with Content Management Systems and online tools;
- You are flexible, efficient, result-oriented, ready to work under pressure if needed, though able to distribute your workload in order to respect deadlines and agreed schedules;
- You are an independent thinker yet a team worker, willing to take and bear responsibility and to work autonomously;
- Most important of all: you are a fast and zealous learner.

## Your tasks

Under the supervision of the Director and in close cooperation with the Members' Services Coordinator, you will

- Be responsible for the Agency's communication and administrative tasks;
- Organise and manage events and project-related activities;
- Design, apply, supervise and report on projects, mostly within the Erasmus+ and Horizon 2020 EU programmes;
- Foster the relationship with our members, animate the network, and support the team in the day-to-day management of their tasks;
- Gather information on members' projects and activities; and
- Travel occasionally to other European countries.

## We offer

- A part-time contract (28 working hours / week, 3,5 days / week) for a fix term of 12 months (renewable), drawn in accordance and compliance with all applicable laws and regulations in force in the Grand-Duchy of Luxembourg, where the job will be based.
- A gross monthly salary of 1,620 EUR.
- The advantageous tax and social security system of the Grand-Duchy of Luxembourg, applicable also if you are a commuter from neighbouring countries.
- After a first period, autonomy and trust in organising your work, according to the needs of the Agency and the team.
- An inspiring, friendly, and creative work environment in an international, dynamic framework.

## Procedure

Candidates are invited to send their CV and a motivation letter by **1<sup>st</sup> December 2015** to [jobs@eryica.org](mailto:jobs@eryica.org), indicating in the subject "Junior Project Manager 2016"

Please note that only short-listed candidates will be contacted. Skype interviews will take place on **10<sup>th</sup> and 11<sup>th</sup> December 2015**.

Starting date: **1<sup>st</sup> February 2016**