

The Green European Foundation is currently seeking a full-time Project Assistant

The **Green European Foundation** (GEF) is a European level political foundation funded by the European Parliament. GEF is affiliated to the European Green Party and active in political education projects on European issues. Our mission is to encourage citizens to participate in European political discussions. As a forum for cooperation, we work closely with our national member foundations and thereby aim to strengthen the Green network in Europe.

The **Project Assistant** is assisting the Project Manager in the implementation of projects following the annual work programme of GEF. The projects entail a variety of activities with partners all around Europe: organisation of seminars and conferences, publications, trainings, online tools, etc. Most of the projects are transnational in their setting, meaning that they involve several partners outside Brussels. GEF mainly acts as a coordinator of these projects and a facilitator of the network, making sure that the relevance and quality of the projects, as well as their compliance with the rules of the European Parliament, are met. This position therefore involves a significant amount of administrative and financial work – this is not a research position.

Main responsibilities and tasks

- Assistance in coordination, preparation and follow-up of GEF's transnational projects implementing the annual work programme
- Assistance in the implementation of project budgets
- Promoting projects online and maintaining communication amongst partners from various European countries
- Assistance in coordination, preparation and follow-up of the capacity building programme of the GEF (trainings, networking events, e-learning platform)

Qualities and experience sought

- At least 1 year of experience in a relevant position with a similar level of responsibility
- Organised and structured, attentive to details
- Able to follow several work tracks in parallel and to cope with stress
- At ease with numbers
- Developed writing and communication skills
- Fluent in English (written and oral skills); all other European language skills are an asset
- Able to function in a political environment and adapt to changing intercultural and social conditions
- Familiarity with the EU institutions and procedures
- Interest for current Green issues and debates
- Capacity for critical reflection
- Availability for occasional work outside regular office hours and occasional travels

The Green European Foundation offers

- A full-time (38h) post on a contract with limited duration (1 year). Ideal start date: 1st February 2016
- salary depending on experience, subject to Belgian tax and social security systems, with a reference salary level of EUR 24 000 brut/year. Meal vouchers and full public transport subscription offered.
- An open, positive and engaging working atmosphere in an international environment

Start Date: 1st of February (or as early as possible)

Office Location: Brussels, Belgium

*Interested candidates are requested to submit their application by attachment to an e-mail to applications@gef.eu by **January 3rd 2016, midnight CET**, for the attention of Aurélie Maréchal, Director of GEF. The application must include a current CV and a cover letter outlining the motivation for this position at GEF, both comprised in a single pdf document which includes first and last name of the candidate in the document name.*

The interviews for the position will take place in Brussels during the week of the 18th January 2016.

*In case of questions, please do not hesitate to send an e-mail to **applications@gef.eu**.*

More information: Green European Foundation www.gef.eu