



Job vacancy: OFFICE AND PROJECT COORDINATOR

Number of available position: 1

General information:

Location: Brussels

Form of employment: Fixed Term , initial one year , renewable

Type of contract: Full time

Net monthly wage (Euro): 2075 /monthly (gross)+ luncheon tickets (7 euros, DAILY)

- **Job description:**
- Reporting to the General Manager / Deputy CEO, the Office and Project Coordinator :
Take responsibility to ensure an appropriate office environment (e.g. in relation to office supplies, computer equipment, welcoming visitors, safety regulations, etc.); Organize the meetings of the AEC Council, Executive Committee and General Assembly (logistics and preparation of agenda and material), write meeting minutes and contribute to working on actions and content development agreed on. Take responsibility to recruit and supervise interns (including sharing feedback with interns on their performance at various stages of the internship). Monitor the implementation of the General Data Protection Regulation .
- In cooperation with the Project and Event Coordinator, who oversees the activities planned and the progress achieved within the SMS project, the Office and Project Coordinator will organize the meetings of the SMS Steering Group, the SMS Content Coordination Group and the Project Team (in terms of logistics, content and preparation of material), write meeting minutes and contribute to working on actions and content development agreed on; Coordinate the evaluation (internal and external) of the project activities and progress and the communication with and reporting to the European Commission's Executive Agency; Work with AEC Communication and Advocacy Officer on SMS communication and dissemination activities; Liaise with AEC Membership and Finance Coordinator about SMS financial matters .
- The Office and Project Coordinator will take responsibility to coordinate the Student Working Group of the SMS project (i.e. to support the WG with its work and with the production of project deliverables, logistically as well as in the reflection and development of content).

Requirements:

- **General requirements:** Master's degree in (cultural) management, European studies or a related field

- Minimum 1-year experience in the field of office coordination and/or project coordination
- Solid experience with Microsoft Office (Excel, Word, PowerPoint)
- Excellent organisational skills
- Ability to multitask and to flexibly respond to unexpected issues
- Capacity to work well under time constraints
- Ability to work independently and take initiatives
- Good team working skills with a willingness to contribute and a readiness to assist others
- Good inter-cultural skills and understanding
- Other desirable experience, competences or knowledge:
- Knowledge of General Data Protection Regulation and its implementation
- Interest in student representation in higher education
- Personal connection with music .

Language knowledge:

- Excellent level of written and spoken English (C1); other language proficiency is recommended

ISCO Profile requested: 1219

Procedure to participate in the selection:

Please address your motivation letter and CV to Mr. Stefan Gies, CEO, and submit your application with the subject line “Office and Project Coordinator: Your Name” to: applications@aec-music.eu and cc to eurespuglia@regione.puglia.it by 8th April 2020. Interviews with short-listed candidates will take place possibly by Skype. For more information, please contact Esther Nass, AEC Office and Project Coordinator at info@aec-music.eu.

To participate in the selection it is necessary to be **registered on EUJOB4EU Platform:** www.yourfirsteuresjob.eu/eujob4eu

The CV inserted must be written in English and COMPLETED in all the fields.

Once you are registered and you have COMPLETELY filled in your CV, please send an **email to eurespuglia@regione.puglia.it**

Only candidates registered, with a complete CV and responding to the requirements will be contacted for the selection.