

Education Project Coordinator (12 months)

Start date: as soon as possible

You will support the Strategy and Impact Unit implementing relevant activities in the field of education, for example:

- Monitor implementation of projects and initiatives and provide regular updates to the officer responsible for Education and the EIT Management Team
- Support in mapping of relevant European initiatives and key external actors in entrepreneurship education
- Support the preparation and implementation of procurement procedures and selection and contracting of external experts
- Facilitate contact and discussions with partners and relevant stakeholders in the education projects
- Support in the administrative tasks and activities of the unit in the day-to-day monitoring of operations
- Support the organisation of meetings and conferences
- Drafting of the relevant concept papers and supporting documents related to the projects and activities in their portfolio (including monitoring reports, final reports, evaluations, assessments, lessons learned, etc.)
- Prepare presentations and visual aids for print and digital use

The successful candidate will have:

- Completed a university degree attested by a diploma
- Experience in education management
- Previous experience with education projects
- Excellent/proficient command of the English language (C1 Level based on the Common Framework of Reference Languages)
- Computer literacy and, in particular, good knowledge of MS Outlook, MS Office and internet
- A proactive and dynamic working attitude
- Ability to work well in multicultural teams
- Ability to draft concept papers and analytical documents
- Ability to work under pressure and to strict deadlines
- Excellent interpersonal and communication skills

