

European Year of Youth - Project Manager

ABOUT EFIL

EFIL, the European Federation for Intercultural Learning, is the umbrella organisation of all AFS organisations in Europe. EFIL's members are European, volunteer-based associations which organise long and short term intercultural stays for young people in a worldwide network.

EFIL is a competent partner in Europe in the educational field, with substantial expertise and experience in intercultural learning. EFIL actively supports its member organisations to implement the AFS mission and strategic plan, and to operate within the European environment.

EFIL's activities revolve around three pillars: Advocacy and Research; Intercultural Learning; and Active Citizenship.

2022 has been declared the European Year of Youth (EYY). EFIL, along with other organisations active in the field of youth and education in Europe, has been awarded a grant by the European Commission to implement several activities and initiatives to support the visibility and the goals of the EYY.

The EFIL team is based in Brussels and is currently composed of 5 employees and a variable number of volunteers, interns, and consultants. The main working language is English.

GENERAL PURPOSE OF THE POSITION

PROJECT MANAGEMENT (70%)

Process diverse tasks related to EFIL projects, from identification of funding opportunities, to writing applications for grants, to monitoring their financial and administrative follow-up, including reporting, with particular attention to the implementation of the work programme linked to the EYY (in 2022 and in the first quarter of 2023).

TRAINING SUPPORT (30%)

Process diverse tasks related to EFIL ongoing training and capacity building activities.

PROFILE

- Relevant postgraduate academic background in areas that match the requirements of the job, or alternatively 3 years of professional experience;
- Competences in non formal education and training;
- Proven track record in training and facilitation in the education field, experience on the topics of intercultural learning and inclusion is a plus;
- Previous experience in youth work will be considered an asset;
- Accurate and independent worker;
- A committed and flexible team-player;
- Working level knowledge of English;
- Knowledge of Dutch, French, German or Spanish will also be an advantage;
- Knowledge of project management software will be an asset;
- Availability to travel occasionally abroad;
- Flexibility in occasional work over the weekends and in the evenings;
- Applicants must be a national of an EU Member State, or be entitled to work in the EU.

Prior professional experience is not required.

OUR OFFER

- A salary that will be commensurate to previous experience and skills, with a ceiling of 2300 EUR gross;
- Fixed-term contract (CDD) of 6 months (renewable).
- A positive working atmosphere in a small, multicultural team;
- Hospitalisation insurance;
- Group pension;
- Financial support for transportation costs;
- Meal vouchers;
- Flexible working hours according to EFIL labour regulations;
- An interesting and challenging working experience in an international environment;

Suggested starting date: 28 August 2022.

If interested, please send your CV and cover letter, merged in one file of maximum four pages, to efil.jobs@afs.org by **27 July at 13:00 CEST**, quoting 'European Year of Youth - Project Manager' in the subject line.

Applications will be evaluated on a rolling basis and interviews with short listed candidates may be conducted before the closing date. Interviews will take place on 29 July 2022 at the latest.

Given the large volume of applications received, only shortlisted candidates will be notified.