



Project officer – Urban food

Organisation

Eurocities, the network of major European cities, is recruiting a project officer to work on the Food Trails project.

The candidate would ideally start in February 2024.

Eurocities is a dynamic and international team where we trust in people, value constructive exchanges and collaborative work. We help people thrive in a friendly, open and healthy environment while promoting a work/life balance.

About the project

As project officer, you will report to the 'Head of Food policy & projects'. You will be working on the Food Trails project, a Horizon 2020-funded project focusing on supporting cities and empowering citizens to change our food systems.

In the Food Trails project, Eurocities is responsible for the replication and capacity-building activities between cities as well as organising events and communication activities and contributing to policy development at the EU level.

Responsibilities

As project officer, you will contribute to project implementation and coordination of project-related tasks, including delivering capacity building and peer-to-peer activities between cities on the topic of urban food strategies and organising events and communication activities.

In this role, you will:

- organise peer-learning activities and participate when required
- liaise with cities, partners and experts involved in the project and answer specific requests
- organise large-scale events such as the final event
- communicate about the project and its outcomes, through articles and social media
- follow up on reporting and administration in coordination with colleagues in the finance team
- contribute to other project development activities as necessary

Profile

You are an experienced professional who is full of initiative, self-driven, curious, creative, flexible and results-oriented.

The skills and experience to do this job successfully include*:

- A Masters or Bachelor's degree relevant to the position
- a successful track record of 3 years relevant work experience, preferably in the field of EU funded project/international projects/working for a network
- Interest in and understanding of -urban- food policy
- previous experience in events' organisation full proficiency in English
- a problem-solving attitude
- good networking abilities and interpersonal skills for an international environment
- excellent relationship management, coordination, and communications skills
- good ability to prioritise tasks when faced with multiple deadlines and operate under tight deadlines
- exceptional organisational skills and attention to detail

Assets:

- previous experience of social media/communication activities
- previous experience working with cities
- other languages

We are looking for candidates who fulfil most of these criteria, but do not hesitate to apply if you think that you could be a good fit for the position.

We offer

- a full-time position as employee, under Belgian legislation. The selected candidate will need to either live in Belgium or be willing to move to Belgium for the duration of the contract (candidates need to provide a Belgian address). A part time (80%) position is also an option.
- a one year contract, starting in January ending on 31 December 2024
- 2.600 € - 3.000 € monthly gross salary, according to profile and experience
- flexible working hours
- part-time teleworking

Benefits

Meal vouchers, pension plan, hospitalisation insurance, public transport costs, 13th month, éco-chèques, 90€ net per month of teleworking allowance, training opportunities.

Find out more on <https://eurocities.eu/jobs/>.

How to apply

Applicants are requested to send a letter of motivation, explicitly describing point by point their relevant experience and linking it to the requirements for the position, in one page maximum, together with a CV with at least two referees (including your current or last employer) by 12:00 on Thursday 4 January 2024 to: Patricia de Wouters, Head of HR, at jobs.projects@eurocities.eu.

Please send the documents in pdf format and mention 'project officer Food' in the subject line.

Interviews will be held in person on 11 & 12 January 2024.

Only shortlisted candidates will be contacted for an interview. CV and personal data of non-selected candidates are not shared with anyone outside Eurocities and will be deleted immediately after the recruitment process. For more information, read our privacy policy.

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