



COMMUNICATION, EVENTS & EU PROJECT MANAGER

Would you like to become part of an international and dynamic team focused on shaping and promoting education and training for the future? Do you have experience in the management of EU funded projects? EVTA offers an exciting opportunity for a dynamic, creative professional to manage and implement communication and dissemination campaigns and organise events.

EVTA – The European Vocational Training Association is a network organisation representing VET providers across Europe. Established in 1998, EVTA evolved into an important stakeholder in the field of VET and human capital development, participating in institutional activities and providing support to its members.

The **Communication, Event & Project Manager** will work under the supervision of the Executive & Development Manager with a **full-time employment contract** under the Belgian law. The selected candidate will be required to start within the **beginning of November 2021**. This position requires traveling within Europe.

YOUR ROLE & RESPONSIBILITIES

You will demonstrate and further develop your competences in:

⇒ **Communication management**

- Create, plan, deliver and update communication campaigns and promotional contents on all digital media in a plan-based approach
- Create, update and manage the set-up, content, maintenance, upgrading, security, hosting of the EVTA and project-related websites

⇒ **Event organisation**

- Organise physical and online meetings/events (logistic and content)
- Contribute to the definition of event concepts

⇒ **EU Project management**

- Manage the overall implementation of EU funded projects
- Develop and carry out dissemination activities
- Organise meetings and teaching/training/learning activities (logistic and content)
- Prepare documentation for the reporting of all the activities and deliverables for EVTA (narrative and administrative/financial)

PROFILE OF THE IDEAL CANDIDATE

Qualifications and job requirements:

- Academic background with a Master's degree, preferably in Communication, Marketing, Social Sciences or European studies



- Demonstrated experience of at least 3 years in management of EU funded projects
- Excellent communication, marketing and organisation skills
- Excellent knowledge in spoken and written English. Knowledge of French, Italian and/or other EU languages is considered as an asset
- Knowledge and understanding of the European Institutions dynamics and of Vocational Education and Training (highly desired)
- Excellent command of MS Office and other collaborative platforms (G-Suite; Basecamp), social media, communication and design tools and software (Canva, Mailchimp, WordPress)
- Travel availability (Schengen and non-Schengen)
- Ability to work independently and as part of a team on a common project
- Ability to multi-task and coordinate several projects simultaneously, manage workload and tight deadlines

WHAT WE OFFER

- full-time contract (38 hours/week)
- A competitive salary based on the level of experience
- A positive and dynamic working environment with lot of opportunities for self-development

APPLICATION PROCEDURE

Please send us your **CV** together with the **motivation letter** to this email address application@evta.net mentioning the **title of the vacancy in the subject**. The **deadline** for receiving applications is **October 15, 2021**. Only short-listed candidates will be contacted and invited to the second round of the selection process.

GDPR & non-discrimination policy

EVTA is following the European Union General Data Protection Regulation through its Privacy Policy and applicants' personal data will be stored in a digital safe place and will be used only for this procedure.

EVTA is aiming for the secretariat to be a safe space and follows the principles of non-discrimination and equal opportunities both in the selection of candidates, in their promotion and in their daily lives in the workplace. No discrimination in both online and offline space will be tolerated.

Relations between employees as well as employees and members shall be governed by the principles of non-discrimination and equal treatment as provided for in the European Convention on Human Rights and the Charter of Fundamental Rights of the European Union and Directives 2000/78. / EC and 2000/43 / EC. Applicants must comply with the above conditions. EVTA supports as well as encourages all kinds of diversity and its employees must respect it as well.