

Brussels, 5th of January 2022

Junior Project Officer on renewable energy sources for regional development agencies

About the job

EURADA – The [European Association of Development Agencies](#) – gathers professionals working on economic development across Europe. The association facilitates the cooperation among regional economic development practitioners. EURADA serves as an international well-established facility to connect development agencies with each other, Europe, and the opportunities Europe has to offer.

EURADA is currently involved in 15 European projects. For one of them, [XPRESS](#) – a Horizon 2020 project which gives support to Public Procurements to facilitate the collaboration between SMEs and the public sector for the adoption of RES (Renewable Energy Sources) in regions – we are currently looking for a junior project officer.

The main purpose of this role is to help the EURADA staff to organise 4 main events before the end of the project, foreseen for August 2022. The new colleague will co-organise the four abovementioned events and disseminate the outcomes of the H2020 XPRESS project, its activities to key stakeholders, and the community of renewable energy sources.

Your role

The Junior Project Officer will have to assist the EURADA staff daily and in the organisation of 4 events: 2nd stakeholder café of Belgium, 2nd stakeholder café of Portugal, co-creation policy meeting, and the final conference of the project. The first 3 activities will take place in Spring 2022 (April-May ideally) and the final conference in Summer of 2022 (June-July).

A stakeholder café includes the participation of innovative SMEs, local authorities and financial and banking stakeholders with the main goal to provide validation of the findings and ideas developed in other work packages of the project. These engagement events aim to identify the main drivers and provide solutions on equitable, inclusive and green public procurement. Stakeholder cafés will play an important role in the final outputs of the project.

In addition, it will be asked of the junior project officer to map EURADA members' activities related to energy.

Key responsibilities:

- Co-organise 4 events: 2nd stakeholder café of Belgium, 2nd stakeholder café of Portugal, co-creation policy meeting, and the project final conference;
- Draft social media posts to promote the abovementioned events;
- Take minutes and write articles about the events organised in the framework of the project for social media, website and newsletter.
- Represent the XPRESS project in meetings with stakeholders, conferences etc.

- Perform desk research on the activities of EURADA members connected to the energy sector.

You have

- A university degree, ideally in the field of energy studies or regional economic development;
- A high level of literacy with excellent written and oral communication skills in English as well as analytical skills;
- Italian native speaker (the project coordinators of XPRESS are Italians, and the majority of the internal meetings are held in Italian);
- Portuguese knowledge is a plus;
- Previous experience in managing social media accounts is a plus;
- Previous experience working on European projects is a plus;
- Experience of communicating complex information to diverse audiences;
- Confidence and skills in developing content for presentations to external stakeholders.

Personal attributes:

- A motivated person willing to learn how to work and manage a European project;
- Strong interpersonal and communication skills with the ability to work effectively with individuals across a range of profiles;
- Willing to travel abroad for XPRESS physical project meetings;
- Willing to work outside normal office hours when involved in an XPRESS business trip;
- Ability to evaluate and identify priorities and act accordingly;
- Meet deadlines assigned;
- Work with a high level of accuracy and attention to detail.

Why join us

We have an informal culture, international working environment and excellent professional development opportunities but one of the really amazing things about us is the concentration on technical and scientific expertise - something you probably won't find anywhere else.

What else you need to know

- Contract duration: +/-7 months
- Salary: € 1.600 NET + meal voucher
- Start date: ideally 7th February 2022
- International applicants: we recruit internationally, our team is composed of 6 different nationalities
- Diversity and inclusion: at EURADA, we strongly believe that inclusive and diverse teams benefit from higher levels of innovation and creative thought. We encourage applications from women, LGBTQ+ and individuals from all nationalities;
- Job location: Brussels. Smart working from home is currently highly encouraged. One day per week meeting with your supervisor in the office. No possibility to work from abroad.

How to apply:

To apply, please submit a cover letter and a CV to Giacomo.frisanco@eurada.org before Friday 14th January.