



## Project Assistant at BE participation, Brussels

### Context

Created in 2011, [BE participation](#) (Belgian citizen participation platform) is a non-profit association based in Brussels. Grounded in a multicultural neighbourhood in one of the most populated areas of the city, BE participation aims at fostering empowerment processes which enable disadvantaged inhabitants to be active and responsible citizens. BE participation offers lifelong learning opportunities, training activities as well as participatory processes with local policy makers and other associations.

### The position in a nutshell

The Project Assistant will mostly be working on an EU-funded project: [TRANSFORM](#). In TRANSFORM three European regions join forces to open up their Research and Innovation activities to co-create more responsible approaches to innovation. The position focuses on assisting the Project Manager in coordinating the work of the Brussels cluster and its partner organisations as well as running activities for the audiences of BE participation. The position will be partially based at BE participation's partner organisation [Stickydot](#). Some tasks will also relate to other BE participation and Stickydot initiatives, to be discussed with the candidate.

### Main tasks

- Support civic engagement activities in the field of circular economy
- Support the implementation of an RRI (Responsible Research and Innovation) approach within social innovation processes

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- Assist in establishing and maintaining effective relationships with local stakeholders, such as local associations, local government, etc.
- Acting as facilitator at workshops with different community groups
- Assist in the delivery of project activities and deliverables throughout the duration of projects in a timely manner
- Assist in organising and promoting meetings, workshops and events (including logistics)
- Producing background documents for meetings, minutes, and any other required justification documents
- Producing reports and project deliverables
- Support activity and financial reporting for the H2020 EU-funded project TRANSFORM
- Attending and presenting at meetings in Brussels and elsewhere in Europe and the U.S.

### **Training, skills and qualities**

- At least 1-year experience working in Brussels with non-profit local associations engaged with civic participation and disadvantaged groups
- Professional working level of French, English and Dutch, including good written English
- Experience in facilitating participatory activities
- Ability to relate to people from a wide range of backgrounds
- Excellent written and oral communication skills including report writing
- Good leadership, motivational and organisational skills
- Capable of working both on own initiative and as part of a team
- Good office software skills (Word, Excel, Outlook, PowerPoint, Mailchimp)
- Attention to detail
- Capable of handling multiple tasks, prioritise
- Interest in working in a multicultural team workload, rapid responsiveness
- Ability to travel for project meetings within Europe and the U.S.

### ***Desirable***

- University degree
- Experience/Interest in science communication
- Experience with community/social work
- Experience working with policy-makers
- Good knowledge of the Brussels NGO sector

### **Place in the organisation**

The Project Assistant will work very closely with and report directly to the Project Manager, while working alongside other members of the team.

## **Employment terms and conditions**

- This is a Junior position
- Type of contract: Temporary full time / 1 year (extendable to 3 years).
- Salary dependent on experience (within Junior salary range)
- Applicants must be able to legally live and work in Belgium. The contract will be subject to Belgian social security and taxes
- Preferred start date: 15 February 2020
- BE participation values diversity of backgrounds, perspectives and skills and is committed to providing an equal opportunity, harassment-free work environment

## **Applications**

The deadline to apply is Friday 24 January 2020 at 23:59 CET. Job interviews will be held on Wednesday 29 January between 1 and 5 pm. Only candidates selected for the interview will be contacted – thank you for your understanding.

Please send your application (maximum 1 page cover letter plus curriculum vitae) in English to Marzia Mazzonetto at [mmazzonetto@beparticipation.be](mailto:mmazzonetto@beparticipation.be) with “PA2020 - *Name of applicant*” in the subject line.