



The Party of European Socialists is looking for candidates to fill the position of a Project Assistant

Party of European Socialists brings together socialists and social democrats from all over Europe to campaign and organise at the European level and to provide a forum for debate, advocacy and capacity-building.

Now we are looking for a **full-time project assistant** to join our international team in Brussels. The contract will be limited until the end of May 2019 with a possibility to continue on permanent basis. The Project Assistant works in close cooperation with the Young European Socialists (YES) secretariat in Brussels.

The project assistant is responsible for the following tasks:

- Supporting the organization of the youth activities of PES such as international seminars.
- Planning and implementing the digital communications of european youth campaign of PES in the spring of 2019.
 - Organizational tasks such as organizing the transport, accommodation and catering together with other members of the team and the hosting organizations in different countries.
 - Marketing, communications and administration related to the events.
- Day-to-day office work, including administration and communication.

The Project Assistant should have:

- The willingness to undertake frequent travels.
- Understanding of and interest in European youth politics and youth events.
- Strong experience in project management and event organizing. Administrative skills related either to european or belgian setting are an asset.
- Experience in NGO work, ideally on a European level.
- Excellent language skills; fluency in English and full working proficiency in French is a precondition, any other European languages are considered a strong asset.
- Good communication and presentation skills; knowledge of Google Drive applications.
- Ability to work with, engage with and create synergies with a wide range of stakeholders in the socialist and social democratic political family.
- The sensibility to work in a multilingual and multicultural environment.

The applicant should show flexibility (15+ weekends/year) and willingness to travel abroad. PES offers an interesting position in an international environment and a high degree of independence in day-to-day work. PES will issue a working contract under Belgian law, limited until the end of May 2019, including a trial period of 3 months, starting in October 2018 (exact date to be defined). Depending on the availability of funding and the availability of the chosen candidate, a permanent contract might be offered.

 www.pes.eu

 www.facebook.com/PES.PSE

 www.twitter.com/PES_PSE



Party of European Socialists

10-12 Rue Guimard

B-1040 Brussels

Belgium

Please send your application in English by e-mail to hr@pes.eu and mention "Project Assistant" in the subject field of the email. **Deadline for applications: 14th of October 2018, 23h59 CET.**

The applications should include the following (in PDF documents):

- Curriculum vitae (max 2 pages);
- A motivation letter (max 500 words);
- Optional: references, recommendation letters

Any questions should be addressed to hr@pes.eu