



22 October 2018

## ***PES Vacancy notice:***

### **Assistant Democracy Unit – 2019 European campaign academy (full-time)**

The Party of European Socialists (PES) is looking for a full-time assistant to help us turn the newly launched 2019 European campaign academy into a success. PES is a European political party, which brings together Socialist, Social Democratic, Democratic and Labour Parties of the European Union. There are 33 full member parties from the 28 EU member and Norway. In addition, there are eleven associate and ten observer parties. Our team is European and our office is based in Brussels.

In May 2019 the European elections will be held. Crucial in these elections is to get out the vote. To mobilize our supporters to go to the polling stations and cast their votes. We want to support our member parties by training campaigners, activists and supporters to help mobilize for the European elections. Our key project in this framework is the 2019 European campaign academy, launched in September 2018 through which we hope to train around 15.000 members until May 2019. In close cooperation with our member parties. In a vibrant and interactive way, on campaign strategies and tools to use during the upcoming European election campaign. With the help of professional social media and campaign trainers and other progressive campaign experts. We're therefore looking for a dynamic political campaign enthusiast with multitasking skills to join our team to help us mobilize for the European elections.

#### **Job description:**

Duties of the trainee Democracy Unit – 2019 European campaign academy will include but are not limited to:

- You provide administrative and organizational support and help the team prepare the planning;
- You help organize training sessions programs for the PES 2019 European campaign academy, together with senior staff and our member parties;
- You take care of meeting preparations for the 2019 European campaign academy sessions; prepare contracts with suppliers in EU member states, provide and prepare general

- correspondence, invitations, meeting agenda and you verify and follow up of invoices;
- You draft speaking points, briefings, minutes, reports on meetings and training sessions;
  - You coordinate and prepare travel arrangements for trainers and PES campaigners, including flights/trains and accommodation;
  - You support the academy through the official PES social media channels;
  - You organize and maintain an accurate and efficient filing system and update address lists;
  - You work in close collaboration with other PES Staff;
  - You contribute to other duties as assigned.

**Profile:**

- You are a dynamic political campaign enthusiast;
- You have a high degree of political awareness and commitment to the core values of the PES;
- You have experience in working for a member party/political campaigning or you are a member of your parties' youth organization;
- You are an organizational talent, punctual, friendly and pro-active;
- You are flexible, stress resistant and have the capacity to improvise;
- You are proactive and determined to deal with unexpected situations;
- You have experience in the field of communication and campaigns;
- You have excellent English language skills, and write and speak at least 1 other EU language;
- You are a flexible team-player with a high degree of motivation and pro-activeness;
- You have a good command of office IT and social media skills;

**Offer:**

- We offer you a paid full-time position as assistant, from 12 November 2018 until 30 June 2019;
- Assistance with moving to Brussels;
- Frequent travel is part of the job

**How to apply:**

Please send your application letter, accompanied by a detailed CV attached to your email to the attention of Marije Laffeber, Deputy Secretary General, by **31 October 2018**. Mention the following in the subject field of your e- mail: **Assistant Democracy Unit – 2019 European campaign academy**:  
hr@pes.eu.

The PES promotes gender balance and equal opportunities for women and men and is subject to Belgian law.