



22 October 2018

PES Vacancy notice:

Trainee Target groups (paid, 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 promote diversity, be inclusive and 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 and member organisations to help mobilize activists and civil society. Therefore we're looking for a trainee to support our target groups team.

Job description

Duties will include but are not limited to:

- Coordinating day to day work of the Activists Team and target groups in the campaign;
- You provide administrative and organizational support and help the team prepare the planning;
- Mobilizing activists and other target groups for campaigns;
- Developing PES activists in the PES member parties; encouraging activists to organize their own local events;
- Organizing events such as PES activists Forums, campaign exchanges and days of action;
- Presenting PES activists to Visitor Groups;
- Organizing get-togethers between PES representatives and PES activists during missions;
- Implementing and reviewing the operational rules for PES activists;
- Regular updating of the database for administering the activists;
- General inquiries of the PES activists Inbox;
- Budgeting for events and administering available funding for activists and target group projects;
- Facilitating Rainbow Rose and other target groups, when require

- Liaising with LGBT NGO's; organizing online campaign around LGBT issues; organizing PES participation in Pride marches;
- Drafting speaking points, minutes, reports on meetings;
- Preparing contracts with suppliers in EU member states, provide and prepare general correspondence, invitations, meeting agenda and you verify and follow up of invoices;
- Coordinating and prepare travel arrangements, including accommodation;
- 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 or LGBTI organization;
- You are an organizational talent, punctual, friendly and pro-active;
- You are flexible, stress resistant and have the capacity to improvise;
- 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 trainee, from 5 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 the PES activists team until **31 October 2018**. Mention the following in the subject field of your e- mail: **Trainee Target groups**: pes.activists@pes.eu

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