

# We are looking for a **Project officer** to reinforce our team (in field of youth and women entrepreneurship)

**Diesis Network**, a leading European network dedicated to supporting social and solidarity economy and social enterprises, is currently seeking a dynamic and talented Project coordinator to join our team in Brussels. This is an exciting opportunity for a young professional to contribute to our organisation's growth and enhance our visibility in the fields of social and solidarity economy and sustainability. Discover more on our report <https://annualreport.diesis.coop/>

## Role overview

As Project officer, you will be responsible for day-to-day implementation of various EU funded projects, contributing to the social economy, and establishing good working relations with partners and stakeholders. Examples of expected project outputs include: convincing position papers and reports, initiatives that generate positive visibility, informative and engaging events for sector stakeholders.

**S/he will** engage our network members, international partners, and global audiences through creative and impactful initiatives. **S/he will** ensure that projects and other initiatives deliver the maximum possible impact for the organisation.

## Duties and responsibilities

### Projects Management Support:

- Day-to-day management of EU funded projects, including contribution to training courses and events organisation
- Identify strengths and provide valuable inputs and contributions to reports and documents, also plan, organise and manage prepare meetings
- Engage with different stakeholders, from public authorities to civil society organizations, and to regional and EU policy officer
- Handle administrative tasks as required.

### Projects Communication Support:

- Provide support for communication and dissemination work-packages in EU-funded projects where Diesis is a partner or coordinator
- Prepare project deliverables related to communication, dissemination and outreach and corporate communication reports, including visual identity, newsletters, website maintenance, and awareness-raising campaigns
- Organise and ensure comprehensive communication coverage of project events
- Assist in organising and managing project meetings, events, conferences, handling logistics and content.



The ecosystem of ecosystems supporting social and solidarity economy worldwide.

✉ [diesis@diesis.coop](mailto:diesis@diesis.coop)  
🌐 [www.diesis.coop](http://www.diesis.coop)  
📍 Boulevard Charlemagne 74  
1000 Brussels – Belgium

## Requirements

- University degree: economics; social economy or closely related subjects;
- Minimum 2 years of relevant professional experience in the field of EU projects;
- Thorough knowledge of rural development and social inclusion is a strong asset;
- Familiarity with Social Economy Action Plan and Transition Pathway policy;
- Languages: fluent in English (native speaker or equivalent), any other language are valuable assets.

## In addition:

- Ability to collaborate effectively with a multicultural team across multiple projects.
- Self-motivated with a positive and flexible attitude.
- Ability to meet tight deadlines, shift between task and keep oversight on priorities.
- Creative thinker with the confidence to propose new ideas and challenge the status quo.
- Excellent communication skills at all levels.

## What we offer

This is a full-time position (38 hours per week), with one year contract or FPIE, under the Belgian legislation or consultancy contract; remuneration according to Belgian legislation (CP200) and depending on the candidates' profile and experience. For Belgian based candidates we also offer a full range of extra-legal benefits (meal vouchers, eco-cheques, public transport and teleworking allowance).

We offer a captivating and varied function with an organisation driven by its mission and where initiative, creativity, and energy are strongly encouraged. The successful candidate will collaborate with a young, motivated, professional, and friendly Secretariat and a very involved, expert, and collaborative Board and Scientific Committee.

## How to apply

Ready to take the next step and showcase your talents? Craft a tailored cover letter that reflects your creativity, passion, and proactive mindset. Share with us how your skills and experiences align with our mission and why you are the perfect fit for the Project officer role at Diesis Network.

Send your detailed CV and cover letter (in English) by **1 September 2024 to [diesis@diesis.coop](mailto:diesis@diesis.coop)** , with the subject line: " Project officer" and including your attachment starting with your name\_CV and name\_coverletter.

Act swiftly, as we are reviewing applications on a rolling basis!

We look forward to hearing from you and embarking on this journey together.

**Starting:** 1<sup>st</sup> October 2024.

*Join Diesis Network and contribute to shaping a sustainable and inclusive economy worldwide.  
Apply now and be part of our mission-driven team.*



The ecosystem of ecosystems supporting social and solidarity economy worldwide.

✉ [diesis@diesis.coop](mailto:diesis@diesis.coop)

🌐 [www.diesis.coop](http://www.diesis.coop)

📍 Boulevard Charlemagne 74  
1000 Brussels – Belgium