

**The EUROPEAN ENVIRONMENTAL BUREAU**

a federation of 149 environmental citizens' organisations,  
based in Brussels,

**has a vacancy for a Project Coordinator**  
***on a multi-stakeholder process regarding the future of the***  
***European Union***

The Policy Officer will report to the Secretary General of the EEB

Her/his work is to assist the Secretary General in coordinating, in cooperation with other European federations, a discussion and advocacy process in 2009 regarding a sustainability agenda for the EU for the next decades. The project is to bring together EU civil society organisations to discuss the main challenges for the EU in relation to sustainable development and what should be the priorities for the new European Commission as a result of that. The second part of the project is to promote the outcomes of this process to EU decisionmakers (European Parliament, Member States, the new Commissioners).

The EEB offers a contract from "as soon as possible" till the 31<sup>st</sup> December 2009

**The Policy Officer's work comprises:**

- Assisting a coordination/steering committee.
- Maintaining communication between the participants via a special web-site and other tools.
- Overseeing the progress as planned.
- Organisation of events and reporting.
- Assisting experts in preparation for input papers etc.
- Coordinating the efforts of the participants in the advocacy phase

**Qualities and Experiences sought:**

The Project Coordinator should:

- Have a clear vision on what sustainable development on the EU level is about, including the linkages between the environmental, social, economical and global dimension;
- Have a strong horizontal background in EU environmental policies;
- Have a sound grasp of the way the European Union decisionmaking works;
- Be a team player and be flexible with regards to tasks to do;
- Has proven writing and communication skills, and preferably website management experience;
- Speak and write English fluently, preferably also French. Other EU languages are an asset;
- Be prepared to work outside normal office hours;

**EEB offers:**

- a gross monthly salary of €2,908 plus benefits [holiday bonus, 13th month, pension scheme, luncheon vouchers]
- a dynamic working environment

Place: Brussels

**Start Date: as soon as possible**

**Application Procedure:**

Please send in your application with your C.V.  
to John Hontelez, EEB's Secretary General ,

**by Wednesday, 5 November 2008**

e-mail : [personnel@eeb.org](mailto:personnel@eeb.org)

Interviews will be held on 10 and 11 November

**ONLY CANDIDATES SELECTED FOR INTERVIEW WILL RECEIVE A REPLY**

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