Project Officer – Native EN m/f

The European Landowners Organization (www.elo.org) based in Brussels, represents the interest of private landowners and land managers. As such it is actively involved in agriculture and environment policies among others, organises events linked to these core areas and participates in several EU-funded projects. To strengthen our projects team, we are looking for a m/f Project Officer.

Job Purpose

The Project Officer coordinates EU projects and works together with the projects team and partners to ensure it is delivered to the highest standards.

Job Description

The position is based in Brussels covering the following tasks:

- Support projects in the sector of agriculture and environment
- Ensure contractual deliverables are submitted to the highest standards
- Manage internal and external expectation
- Secure a good relationship with internal and external stakeholders
- Secure a positive and professional image of ELO
- Regular European travel

Profile

- Master’s degree in agriculture, environment, or EU policy
- Native English speaker mandatory, good knowledge of at least a 2nd EU language
- Experience with EU-funded projects (Horizon 2020, Erasmus+, Life, Interreg...)
- Research experience (undergraduate or graduate level)
- Good organisational skills, detailed-orientated
- Understanding of budgets and financial reporting
- Good interpersonal skills
- Ability to manage several projects simultaneously
- Good understanding of EU institutions and communication
- Flexibility, creativity, initiative
- Team-player, self-motivated, deadline-driven
- Excellent writing skills
- Candidates available immediately and in capacity to work in Belgium will be given higher priority

Contact details

Interested candidates should send their CV with a motivation letter by email to anne.marchadier@elo.org