

Project coordinator and analyst for the Global Europe Programme

EUROPEUM Institute for European Policy is an independent, non-profit and non-partisan think tank based in Prague and Brussels. Focusing on European integration and cohesion, the **Institute** conducts its own research, organizes events for experts, stakeholders and the wider public, carries out advocacy activities and implements international projects. We strive to provide evidence-based research and recommendations for policymakers and thus help shape the EU's path vis-à-vis the Czech and Central European realities.

We are currently looking for a **Project Coordinator and Analyst** for our **Global Europe Programme** (part-time or full-time). The team develops and implements projects on EU enlargement, media freedoms, defence, competitiveness in its most immediate neighbourhood, such as the Western Balkans and the Eastern Partnership countries, while also having a strategic focus on Trans-Atlantic, Indo-Pacific and China relations. It is also closely involved in the organisation of our flagship events, such as Europe as a Task, the EU Enlargement Forum and the Trans-Atlantic Policy Forum.

Job description:

- Implementation of ongoing projects of the Global Europe Programme, development of further projects, exploring and applying for further funding opportunities for EUROPEUM Institute for European Policy with a specific focus on the topics relevant for the Global Europe Programme
- Research ideally in the field of the post-Soviet, Eastern Partnership countries with an emphasis on EU enlargement, rule of law or human rights or in the field of other topic(s) of the Global Europe Programme
- Recommendations for Czech and European policymakers based on own research and expertise
- Advocacy of the program priorities to European and Czech decision-makers and stakeholders
- Maintaining and expanding the network of contacts in the private, public and non-governmental sectors
- Cooperation with partner organizations from the Czech Republic, the EU, Western Balkans and Eastern Partnership countries
- Public engagement through media and public discussions

What we expect:

- Completed master's degree with a focus on European studies, international relations, area studies, media studies, law, economics or other relevant field (doctoral studies, whether ongoing or completed, are an advantage)
- Excellent knowledge of Czech or Slovak and English (verbal and written). Proficiency of a further language from the Eastern Partnership countries and/or Western Balkans is preferable.
- Good analytical skills and experience with basic/applied scientific methods
- Experience in project management, project implementation, budget planning (1-3 years)
- Experience in the NGO sector, Czech governmental and/or EU institutions is an advantage
- General knowledge of EU institutions and decision-making processes
- Previous experience with research, capacity building, awareness raising projects in the government or business sector and/or fundraising is a great advantage
- Motivation and ability to work in a dynamic international team

What we offer:

- Working in a leading Czech think tank respected throughout Europe
- Meaningful work that influences Czech and European policymaking
- Professional development and career growth in a diverse international team
- Opportunity to participate in ongoing projects and co-create new projects
- Opportunity to establish contacts with Czech and international experts and decision-makers
- Building your own expertise
- Offices in the centre of Prague, participation in activities in and beyond the EU
- Flexible working hours, possibility of partial work from home, possibility of part-time cooperation
- Competitive salary compatible with experience

If you are interested, please send your CV, a short motivation letter and a sample of your written work to jobs@europeum.org by 28 February 2025 the latest, the selection process will be running on a rolling basis.

Please include "**Global Europe - Project Coordinator and Analyst**" in the subject line of your email.

Interviews will be held on an ongoing basis.