

The Itinera Institute is an independent and non-partisan think-tank and do-tank that identifies and promotes roads for policy reform towards sustained economic growth and social protection, for Belgium and its regions. The institute is in rapid expansion and seeks to strengthen its team with a

Interim Project Coordinator (m/f)

Job description

Itinera is writing an extensive report on the most pressing reforms for Belgium and is looking for extra project coordination capacity to:

- Organize meetings with Itinera and a high-level group of distinguished writers
- Facilitate the cooperation with the different external partners of the project
- Actively participate in the execution of the communication strategy
- Monitor, review and harmonize the authors' input
- Coordinate and tune content, organization and communication as a whole
- Find public support by a large group of highly respected professionals and leaders
- Give a hand in the distribution and marketing effort around the proposals and the initiative, aimed at the media, the overall public, and decision makers

Profile

- University education or equivalence
- Previous experiences will definitely be valued
- Excellent coordination and management skills
- General interest in societal, political and economic issues
- Good knowledge of Dutch, French, and English.
- Fluent writing skills.
- Good knowledge of MS Office.

We offer

A 3 to 4 month contract, good working conditions and income, a dynamic, flexible and motivating working environment, and the possibility of creating a high-level network in both economic and policy areas.

More information: Brieuc Van Damme – 0495 51 33 71

Applications: (CV and cover letter) to be sent to miriam.morrens@itinerainstitute.org



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