

## CALL FOR APPLICATIONS: PROJECT MANAGER FOR THE EUROPEAN YOUTH PARLIAMENT (EYP)

**The Schwarzkopf Foundation Young Europe is seeking a full-time Project Manager for the European Youth Parliament (EYP) to join our Berlin office. This role focuses on strong organizational skills and event organization, including capacity-building and grant management.**

The **Schwarzkopf Foundation Young Europe**, established in 1971 by Pauline Schwarzkopf, aims for a Europe characterized by openness, solidarity, and democracy, shaped by its youth. Through events, educational programs, youth networks, prizes, and scholarships, the foundation provides young Europeans with opportunities for encounters, exchanges, personal development, and active democratic participation.

The **European Youth Parliament** is a pan-European, peer-to-peer educational network led by youth, aiming to empower young people from across Europe to become open-minded, tolerant, and active citizens. It offers a holistic ecosystem for non-formal learning and personal development. Thousands of young volunteers are actively engaged all over Europe, making the EYP a genuinely youth-driven program.

### The Position's Main Responsibilities:

- Planning, conceptualizing, and overseeing the implementation of activities, trainings, and events for the EYP network
- Supporting and advising the EYP National Committees and volunteers in planning and executing their activities.
- Conceptualising multi-annual topical projects aligned to specific funding and fundraising proposals.
- Managing budget planning, monitoring, and financial reporting processes.
- Engaging in stakeholder management, including fostering partnerships and collaborations.
- Developing and maintaining internal support mechanisms, including guidelines and documentation, and facilitating knowledge sharing within the team and the EYP network.

### Your Skills and Qualifications:

- Relevant work experience in the areas of Europe, democratic citizenship education, event management and/or social and cultural diversity and inclusion.
- Significant project management experience, ideally with proficiency in budget management and reporting.
- A high level of proficiency in English; German knowledge helpful but not mandatory.
- Commitment to EYP's mission and values, with optional but beneficial EYP experience.
- Strong team player with excellent communication and intercultural skills, along with sensitivity to the needs of various stakeholders and diplomatic abilities.

- Previous experience working with volunteers and volunteer organizations and overseeing the work of staff (optional).
- Knowledge of European and/or German grant management and fundraising (optional).

### **What We Offer:**

- A development-oriented organisation in a dynamic and international work environment in Berlin-Mitte.
- Opportunities for remote and flexible work arrangements, as well as for training and development.
- 30 days of annual leave per calendar year based on a 5-day workweek, with additional days off as per current works agreements.
- Salary according to company tariff.
- A dedicated BIPOC safe space for employees impacted by racism, and a reflective space for those unaffected by racism.

We highly value diversity and welcome all applicants from all backgrounds – regardless of gender, nationality, origin, religious affiliation, disability, age, sexual orientation and identity.

Our office spaces and entrances are currently not completely barrier-free. We welcome discussions on how we can eliminate any existing barriers to accommodate your needs.

The position is to be filled as soon as possible on a **full-time basis** (38 hours/week) and is initially limited to 9 months, with the possibility of a contract extension. The envisioned starting period is ideally mid-July 2024. Please ensure you have a **valid work permit** for Germany before the starting date.

Interested individuals are invited to submit their application documents as a PDF file (including a letter of motivation in English, CV without photos, relevant supporting documents, salary expectations, and potential starting date) to [applications@schwarzkopf-stiftung.de](mailto:applications@schwarzkopf-stiftung.de) by **23th June 2024**.

We cannot reimburse any costs related to the application process.

Should you have any questions, please feel free to contact our HR team via [email](#).

**We look forward to receiving your application!**