



FEDERATION FOR INNOVATION
IN DEMOCRACY - EUROPE

JOB OPENING – THE FEDERATION FOR INNOVATION IN DEMOCRACY IS LOOKING FOR A PROJECTS AND EVENTS ASSISTANT - TRAINEESHIP

BACKGROUND

The Federation for Innovation in Democracy - Europe (FIDE) is an international non-profit organization based in Brussels (Belgium) that wants to increase the involvement of everyday citizens in policymaking at all government levels in Europe. Our focus to achieve this is on deliberative democratic methods. FIDE brings together democratic innovators from all over Europe to advise governments and policymakers on best practices in this field. We also advocate and communicate through different channels to increase awareness and support for these methods among policymakers, influencers and the public at large. FIDE curates the best available existing research and acts as a documentation center for all aspects of deliberative democratic processes and civic lotteries. For more information see www.fide.eu

FIDE is expanding its activity and looking for a motivated projects and events assistant to reinforce its team.

MAIN TASKS & RESPONSIBILITIES

As the Projects and Events Assistant at FIDE, your primary responsibility will be to provide support in managing and coordinating various activities related to our ongoing projects and upcoming events, including the capacity-building deliberative schools. Working closely with our Project Manager and Communication Officer, you will play a key role ensuring the successful execution of initiatives and the achievement of our established objectives.

Responsibilities:

- Assist in planning, executing, and monitoring of projects and events.
- Support project by organising calls, taking minutes and preparing reports.
- Support the communications work updating the website, contributing to the newsletter and our social media channels.
- Maintain and update internal documents to ensure accurate information.
- Assist in the preparation of reports and policy papers, research and related information in relation to advocacy activities.

- Draft presentations, press releases and social media updates for external audiences.
- Contribute to event organisation including logistics coordination, travel arrangements, venue and accommodation adjustments, registrations and communications planning.
- Keep FIDE's databases up to date with relevant information on contacts and deliberative processes.
- Any other duties that might be required considering the main purpose of the position.

QUALIFICATIONS & REQUIREMENTS

- University degree in political science, humanities, social science or any other relevant field.
- Excellent oral and written communication skills in English. Knowledge of another European language would be an asset.
- Basic knowledge and interest in deliberative democracy
- Strong analytical and organisational skills
- Knowledge of MS Office Package
- Ability to work independently and collaboratively with a team
- EU-citizen

WORKING CONDITIONS

- Six-month traineeship contract, starting in mid-September 2023 (flexible). Possibility to renew it for another six months.
- Full-time position carried out at FIDE's office in Brussels, we expect you to come to the office twice a week.
- Remuneration of 1,000€ per month.
- Meal vouchers
- Full reimbursement of public transport.
- Two weeks of holidays.
- Flexibility in terms of working hours.
- Work in a small, horizontal organization. Everything can be deliberated...
- FIDE is connected to many actors in this field throughout Europe, this job will let you meet them and grow your network.

FIDE will provide you with a Belgian trainee contract (['convention d'immersion professionnelle'](#)). The CIP requirements condition the selected candidate to live in Brussels or be willing to move here for the duration of the contract.

HOW TO APPLY

To express interest, please send the following in PDF format to irene.alonso@fide.eu, FIDE's project manager, with the subject line 'Project and Events Assistant - FIDE' by **August 20th**.

- CV (up to 2 pages)
- Cover letter (up to 1 page) explaining why you are suitable for the position.

Interviews will be held, preferably in person, from the 4th to the 8th of September.

We are an equal opportunity employer and welcome applicants from all backgrounds. If you are passionate about promoting citizen participation through deliberative democracy and meet the qualifications listed above, we encourage you to apply.

DELIBERATIVE
— DEMOCRACY