

ECIA is looking for applicants for the (100%) position as EU PROJECT COORDINATOR

The European Council of Interior Architects (ECIA) has been awarded funding by the Creative Europe Programme of the European Commission to support a project over the next three years (starting from May 2022) called *Building on Connections for a Stronger Profession (BCSP)*. Within this project six subprojects have been identified to professionalise the organisation ECIA and to increase recognition and strengthen the profession of interior architect.

The management, execution and administration of the project require a broad set of skills and practical experience. The project will be run by a project team, consisting of ECIA board members and the **project coordinator**.

Job description

The project coordinator will be in charge of the execution of all administrative and organisational tasks, keeping the overall progress of the subprojects and deliverables of the ECIA-BCSP project. He/she ensures that the project is carried out consistently and in a timely manner in accordance with the projects' roadmap, rules and workplan. The project coordinator will work in close collaboration with the project management team and the key stakeholders of the different subprojects. Together they are responsible for the governance of the project, the project coordinator will especially keep a good overview of all administrative, financial and legal aspects of the project activities.

Qualifications

Our ideal project coordinator:

- has experience in project management, preferably in EU funded projects;
- has experience in working with associations;
- has knowledge of or affinity with work in the field of interior architecture;
- has strong interpersonal, intercultural, and communication skills;
- is fluent in English (both in writing and speaking);
- is diligent and has a pro-active and hands-on mentality;
- can work independently and in a team, is service oriented and reliable;
- has excellent planning skills, is able to meet tight deadlines, shifting between different tasks and keeping good overview of priorities;
- is an experienced user of the Microsoft Office and Google Workspace packages.

Tasks

The project coordinator will perform the following tasks:

- ensure compliance with contractual obligations, anticipate possible problems;
- maintain excellent communication with the project management team, the key stakeholders of the different subprojects and the external experts following up all project procedures, and administrate these in order for the project to run smoothly;
- planning, implementing and conducting administrative tasks arising on a day-to-day basis that are necessary to ensure the smooth-running of the project, finances and other activities;
- organising project meetings, taking minutes and coordinating follow up of action points.

Offer

We offer a temporary contract (1 fte) for one year, with a probationary period of one month. Upon good performance, the contract will be extended to three years. The project coordinator should work in Brussels on regular basis. The salary offered is in line with market conditions. Start date: as soon as possible.

About ECIA

ECIA is the representative body for the European professional organisations in Interior Architecture and Design. Founded in 1992, ECIA currently represents 16 member-national organisations, with over 14000 professional Interior Architects/Designers. ECIA provides a common platform for the exchange of information on best professional practice. It endorses minimum common standards of education and professional profile for the associated Interior Architects/ Designers in the member organisations.

Additional information

For additional information about ECIA we refer you to the website www.ecia.net. For more information about the project or the job, please contact us via secretary.general@ecia.net.

Applications

We look forward to receiving your application in **one pdf-file** with the keyword "**ECIA-BCSP project coordinator**". Your application should contain a written motivation in English, as well as your curriculum vitae and the names of two references. The application can be sent to secretary.general@ecia.net.

Application deadline is **29 April 2022**

Selected candidates will be invited for an online interview in the first half of May 2022. A second round of interviews for those short listed after the first online interviews will take place in Brussels.