



CIVIL SOCIETY FORUM

Vacancy Announcement

We are looking for two Project Managers

Civil Society Forum e.V. (CSF/Forum) (<https://csf-ev.org/>) Programmes Department is looking for two Project Managers for its Secretariat in Berlin, Germany (100% employment). The appointment is from **01 April or 1 May 2024 till 31 December 2025**.

The Civil Society Forum is a network of non-governmental organisations working across Wider Europe. Our vision is to build a civil society beyond borders across the entire continent. Established in 2011 as a bottom-up, non-partisan civic initiative, the Forum serves as a platform for joint activities, common positions, support, solidarity, and civic influence on policy- and decision-making at the (inter)governmental level. The Civil Society Forum aims to build bridges between civil societies, based on shared values of pluralistic democracy, rule of law, human rights, social and climate justice.

Job summary:

Project manager(s) at the CSF Programme Department run projects in several thematic fields (gender equality, historical memory and education, democratic participation, climate, etc.). This role involves managing grants and contracts, engaging with civil society groups in Wider Europe region and organising a variety of online and offline events during the year for big and small audiences (conferences, labs, workshops).

Job Description/ Main Functions:

- Coordinating activities, managing projects and developing one/two of our programmatic fields
- Coordinating and/ or (co-)producing various online and offline events and CSF activities (webinars, workshops, discussions, labs, conferences)
- (Co-)producing the CSF Annual Conference 2024 and 2025, managing preparation, content and logistics
- Administering re-granting calls (collaborative projects, individual travel support)
- Fundraising, drafting applications, networking, extensive communication with partners and stakeholders
- Putting together presentations, surveys, drafting reports, texts for publication
- Generating content and updating website and social media for the respective projects
- Administrative support of the CSF Secretariat and the Programmes department.

Requirements/Job Qualification:

- At least 3 years of proven experience in the field of project and/or event management (experience in an international NGO and conference management is an asset)
- Extensive expertise in one of the programmatic fields, grant and contract management
- Strong administrative, communication, writing/ analytical skills, problem-solving abilities
- Good IT skills (MS Office, website management, social media, visual design)
- Ability to prioritise and plan effectively; responsibility and commitment
- Proactivity, great leadership and interpersonal skills, ability to work both in a team and individually
- Excellent writing and speaking in English; native level of English and German is an asset; good command of Russian and other European languages is an asset, too
- Valid work permit for Germany is strongly desired for applying.

We offer:

- Full-time employment (40 hours per week) at the CSF Secretariat in Berlin from 1 April 2024 or 1 May 2024 till 31 December 2025
- Interesting job in a growing and innovative non-profit, involving interaction with leading non-governmental actors in Wider Europe
- Friendly working atmosphere and competent international staff
- Good office/ remote work balance
- Competitive NGO salary (accommodation/ relocation and other related costs are borne by the candidate).

How to apply:

Please send your application **by 29 February 2024** CET (CV, letter of motivation, two references' contact details) to Kristina Smolijaninovaite, Deputy Director/Lead, Programmes at info@csf-ev.org. The separate documents should not exceed 1MB. Use the same email if you have questions related to this job description.

Interviewing of short-listed candidates will be done at the CSF office or online. The introduction will take place through the first working week. Unfortunately, due to the volume of applications we receive, we will only contact applicants who are shortlisted for interviews.

For more information see:

<https://csf-ev.org/>

<https://confronting-memories.org/>