

CALL FOR APPLICATIONS - EMA MANAGEMENT BOARD

Position: Director of [Project Support Unit](#) (Ad-Interim)

Duration: 1 year commitment

Application Deadline: 30 September 2024

Start Date: 10 October 2024

Location: Remote with potential travel opportunities

Type of Position: Voluntary

Director of Project Support Unit

EMA is looking to appoint the Director of Project Support Unit with overall responsibility for project management and administration. The Unit aims to establish EMA as an integrated platform that provides support to individuals, and partners with organisations, for projects that are aligned with the Association's mission, vision, and values.

This Unit is tasked with managing and maintaining the relationship between EMA and ESAA, and between EMA and any other third parties that are a participant in joint projects. This role will coordinate EMA's involvement in various projects and external funding activities. It also provides guidance and support to EMA members to propose, develop, submit, implement, and successfully carry out the projects backed by the Association, or their participation in other third-party-led endeavours.

Learn more about EMA's Units [here](#).

Candidate Profile:

Requirements

- 2+ years of experience with project administration and/or project management (Erasmus+/Europe for Citizens/ FP7/ H2020 projects or Structural Funds), or other similar experience;
- Good knowledge of European funding rules and programmes;
- Excellent writing and analytical skills;
- Strong communication (both oral and written in formal and informal situations), planning and organisational skills;
- Excellent relational skills, to work efficiently with different stakeholders in a multicultural environment.

Preferred

- Experience in implementing events & activities in the youth, non-formal education, and/or lifelong learning sector;

- Experience in working with International NGOs.
- Experience in the overall management of projects.
- Experience in supervising project teams.

Responsibilities:

The tasks include but are not limited to

- Creating and maintaining comprehensive project documentation;
- Development of project ideas towards adding value to the EMA community and coordinating the ongoing project activities (such as Let's Get Digital and Concept Quest);
- Set up monthly calls, plan and organise project meetings;
- Liaise as EMA representative for Erasmus+ Student and Alumni Alliance (ESAA);
- Identify future EU project opportunities and facilitate their development;
- Review of plans and scheduling of projects and their deliverables, goals, and milestones for the assigned projects;
- Maintain oversight of project implementation, and facilitate internal communication flows;
- Support the Project Coordinator(s) in the Erasmus+ projects and collate information for central reporting and monitoring purposes;
- Active contribution to other day-to-day operations of the projects.
- Ensure visibility of the project(s) on the website, newsletter, and other communication platforms.

For detailed objectives and functions of the Project Support Unit, refer to [EMA's Internal Regulations](#), clauses 2 and 3.

Potential Benefits

The position is on a volunteer basis, and you will be able to:

- Gain international multidisciplinary experience in non-profit organisation management;
- Develop a strategic mindset and leadership skills;
- Develop a profound understanding of EU Higher education and political landscape;
- Contribute towards addressing societal challenges and be a positive influencer;
- An inclusive and friendly work environment;
- Access to a unique network and other services;
- Occasionally, sponsored international travel when required for meetings or events, such as the EMA General Assembly, ESAA Capacity Building Training, seminar, and so on.

Application Requirements:

- Proof of approval as an Ordinary member from the Community Portal;
- CV/Resume stating only relevant experience for the position; Motivation letter (max 200 words);

- Presentation deck (max 5 slides, About, Motivation, Plan for 2 years);
- Video/Audio pitch (maximum 1.5 mins):
 - What do you plan to contribute to EMA and the Management Board?
 - How do you want to lead your Unit?
 - What is your leadership style - what type of leader are you?
- 2 Recommendation letters containing contact details (email and phone number).

Please read [EMA's Statutes and Internal Regulations](#) to ensure you understand your rights and the full scope of responsibilities of the positions. Please visit the EMA Website to learn more about [EMA's structure](#), and have a look at [EMA's Volunteer and Personnel Policy](#), to learn more about candidacy, selection/pre-selection, and other aspects related to the selections.

An ["Ordinary" Member](#) can apply as a candidate for the Management Board and vote in the elections during the General Assembly, in the manner as prescribed in the [Internal Regulations](#).

For any questions or queries, please contact mbselection@em-a.eu.

Submit your application [here](#).