



Main Office	AGEG c/o EUREGIO	Enscheder Str. 362	D-48599 Gronau (Germany)
Projects' Office	AEBR c/o BISDN	Körnerstraße 7	10785 Berlin (Germany)
AEBR Antenna in the EU	Office of Extremadura in Brussels	Av. De Cortenbergh 87-89	B-1000 Brussels (Belgium)
AEBR Info Centre in the Balkans	Institute for International and CBC	Terazije 14/14	11000 Belgrade (Serbia)
AEBR Info Centre in Ukraine	Univ. Simon Kuznets (KhNUE)	pr. Lenina, 9a	61001 Kharkiv (Ukraine)

04 December 2023

JOB OFFER: Project Assistant at the Association of European Border Regions

The Association of European Border Regions (AEBR) is a Europe-wide organisation representing border and cross-border regions with the aim to promote cross-border cooperation practices. AEBR has its headquarters in Gronau and a project office in Berlin, Germany.

About the job:

The job is full-time (39 hours/week) and based in AEBR's project office in Berlin, from February 2024 (flexible start) to December 2024, with the possible perspective of an extension.

The working language is English.

As a suitable candidate, you will assist in the implementation of the "[Interreg Volunteer Youth](#)" (IVY) volunteering programme, a project funded by the European Commission's DG REGIO. In particular, you will coordinate with host organisations and candidates to be deployed in or coming from countries outside of the European Union, including some countries in Africa, Central America, Asia and Oceania¹.

Tasks include:

- assisting candidates to support them with visa requirements and necessary steps to be able to live and volunteers in third country;
- monitor safety instructions and risk statuses of participating countries;
- providing information to potential participants (volunteers and host organisations), especially regarding the strand with partner countries outside of the European Union;
- coordinating communication between host organisations and candidates, including screening candidates for volunteering offers;
- promoting the initiative towards the target groups, especially in partner countries outside of the European Union;
- preparing, administering and controlling necessary documents;
- keeping track of the procedure;
- executing communication tasks, especially posting on social media;
- coordinating with the rest of team for communication, promotion and dissemination purposes.

¹ These are the countries that will be part of the volunteering programme: Andorra, Faroe Islands, Greenland, Iceland, Liechtenstein, Norway, San Marino, Switzerland and United Kingdom, as well as EU outermost territories and partner countries of Interreg D (Outermost Regions Programmes): Canarias, Região Autónoma dos Açores, Região Autónoma da Madeira, Cap-Vert, Ivory Coast, Gambia, Ghana, Mauritania, Senegal, São Tome and Príncipe; Mayotte, La Réunion, Union of Comoros, Madagascar, Mozambique, Seychelles, Tanzania; Guadeloupe, Saint-Martin, Martinique, Guyane, Antigua and Barbuda, Aruba; Bahamas, Barbados, Saint Barthélémy, Belize, Bonaire, Sint Eustatius, Saba, Brazil, Colombia, Costa Rica, Cuba, Curaçao, Dominica, Dominican Republic, El Salvador, Grenada, Guatemala, Guyana, Haiti, Jamaica, Mexico, Nicaragua, Panama, Puerto Rico, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Sint Maarten, Suriname, Trinidad and Tobago, Venezuela; La Réunion, Mayotte, French Southern and Antarctic Lands, Australia, Comoros, India, Kenya, Madagascar, Maldives, Mauritius, Mozambique, Seychelles, South Africa, Sri Lanka, Tanzania; Guyane, Brazil, Suriname, Guyana.

The team is composed by four young people from different European countries.

The position grants a strong experience in EU project management and implementation, and vast knowledge in EU affairs, especially with focus on regional policy and European Territorial Cooperation.

The position is to be filled by Mid-February with a contract until December 2024, with the possible perspective of an extension. The salary is in accordance with the civil service collective agreement (TVöD) of the German system, and correspond to about 39,000 euros gross per year.

Needed competencies:

The person filling the vacancy is expected to have following competencies to best support the team:

- communication in English and a second European language, at least C1 ([cfr. reference](#));
- organisation and accuracy, attention to detail;
- teamwork and collaboration;
- interest for or previous experience in assisting the management of an international project (administrative and logistic support);
- autonomy.

Initiative and previous experience volunteering are strong assets, especially in the countries concerned.

Contacts:

If you are interested in the position and possess needed competencies, please send your CV and a motivation letter – both in English and no more than 1 page long each - to Cinzia Dellagiacoma at the following email address: c.dellagiacoma@aebr.eu.

Deadline for applications: Wednesday 3 January 2024, midnight.

Interviews will take place in the following weeks in the project office or via Zoom.

We look forward to hearing from you,
AEBR's team