

## Position: Coordinator of the European Environment and Sustainable Development Advisory Councils Network – EEAC (Full time)

The European Environment and Sustainable Development Advisory Councils Network (EEAC) seeks a full-time coordinator for its Secretariat.

### The EEAC Network

The European Environment and Sustainable Development Advisory Councils Network (EEAC Network) brings together advisory councils established by national or regional governments or parliaments. EEAC members offer independent advice to their respective national or regional governments and parliaments related to climate change, the environment and sustainable development. Eighteen advisory bodies from fourteen European countries and regions are a member of the EEAC Network. The Network is registered as a Foundation under Dutch Law. The foundation will act as the coordinator's formal employer.

EEAC member councils advise their governments and parliaments on climate change, environmental protection, and sustainable development. The EEAC Network supports member councils by facilitating knowledge exchange, providing an operational platform for inter-council cooperation and acting as a liaison between the work of the national and sub-national councils and work at the European policy level.

### The role of the EEAC Network coordinator

The job of the coordinator involves administrative, organizational and content-related tasks. The role is suitable for young professionals who are passionate about sustainability issues, highly communicative, good at organization, able to work independently, and with strong organizational skills.

The Network coordinator runs the Secretariat of the EEAC Network and is responsible for the orderly conduct of the day-to-day business of the Network, including (financial) administration, logistics, and communication.

The Network coordinator is furthermore responsible for designing and organizing knowledge exchange and knowledge building between advisory councils and between advisory councils and external stakeholders. This includes identifying thematic focus areas for discussion and knowledge exchange, coordinating meetings and conferences, drafting memos, responding to member council requests, facilitating working group meetings, and aiding the production of written products and EEAC activities.

The EEAC coordinator works closely with the EEAC chair and board. The coordinator also follows closely European developments tied to sustainability issues. In consultation with the EEAC Network Board, the coordinator has the opportunity to help build, maintain and expand relationships with relevant European stakeholders, including EU institutions. These relationships help bring the insights of advisory councils and their members to the attention of European actors and serve as a source of information for advisory councils.

## Tasks and responsibilities

- Assist the Chair of the EEAC and the EEAC board in carrying out governance tasks. The coordinator will work closely with the chair and EEAC board and will assist in preparing meeting agendas and minutes, managing the EEAC budget and keeping the financial books, coordinating EEAC administrative activities, and maintaining contact lists.
- Support EEAC working group chairs in designing, developing and organizing knowledge exchange and knowledge building between advisory councils and between advisory councils and relevant external stakeholders.
- Support working groups and (consortia of) advisory councils in organizing policy briefings, webinars, workshops and conferences organized in the context of the EEAC Network.
- Produce internal and external communications that support the tasks of the EEAC Network, including position papers, letters, summary documents, briefing notes, presentations, (social) media posts and emails.
- Disseminate information about the key activities and publications of member councils.
- Monitor relevant developments tied to the European Union and international organizations and communicate these to the advisory councils.
- Maintain the EEAC website.

## Knowledge, experience, abilities and skills

Candidates are sought who have:

- Work experience in a field related to climate change, environmental protection, or sustainable development.
- Knowledge of the role, tasks and functioning of advisory councils that advise governments and parliaments, European institutions, and international organizations on climate change, environment and sustainable development.
- Experience in organizing and coordinating (international) conferences, workshops and meetings.
- Experience in performing organizational and administrative tasks.
- The ability to manage a complex workload independently while ensuring that projects and regular activities occur on schedule.
- Strong coordination, networking, and communication skills.
- Experience in working in an international context with a high degree of cultural sensitivity.
- The ability to work under pressure and be time flexible.
- Have a willingness and interest in travelling as required for the network
- Excellent communication skills, both verbal and written.

- Linguistic skills - good written and spoken knowledge of English (other languages are a plus).
- Digital skills - Using communications technology, including website development and management.
- Digital skills - handling office software (Word, PowerPoint, Excel, Outlook, video conferencing, etc.).

### Duration of the contract

This role is offered on a 1-year fixed-term basis with the possibility of extension. The intended start date is January 15<sup>th</sup> 2023. Consultation on start date is possible.

### Salary

A remuneration package which is competitive within the non-profit sector will be offered. Remuneration will depend on the country the coordinator will work from and the candidate's experience level.

Duty travel will be required, but we aim to reduce travel frequency through a shift towards knowledge exchange and building through virtual means.

### Work Location

The EEAC Secretariat is hosted by EEAC member. In the coming years, the EEAC Secretariat will be based in either the National Council on Environment and Sustainable Development (Lisbon, Portugal) or in the Council for the Environment and Infrastructure (The Hague, The Netherlands). Candidates must be eligible to work here. Some degree of remote work is an option.

### Process

- Submit a CV of a maximum of two pages and cover letter outlining your interest in this position, the skill sets you would bring to this role, and a confirmation of your visa or right to work status. The deadline for applications is midnight CET, **November 11<sup>th</sup> 2022**.
- Please send your CV and cover letter to [secretariat@eeac.eu](mailto:secretariat@eeac.eu) .
- Two rounds of Interviews will be held as applications are received in November 2022.