

Journalismfund.eu is hiring a Project Coordinator for its European “Cross-border Local” programme

Journalismfund.eu vzw is a Brussels-based independent non-profit organisation incorporated by citizens in 1998. The organisation is dedicated to advancing independent cross-border investigative journalism by connecting donors and journalists in order to promote democracy in Europe. It ultimately serves the public interest, furthers accountability as well as transparency, and contributes to critical thinking and well-informed debate.

With its grant and mentoring programme for cross-border local investigations, Journalismfund.eu will substantially enhance local cross-border investigative journalism by supporting local journalists and local newsrooms. In order to further develop and implement this project and to help with the coordination of the consortium build for this project, Journalismfund.eu vzw is looking for a full-time project coordinator who will work in close concert with the other project coordinator/team members of the programme.

Job Summary

The Project Coordinator is a key position within the organisation, acting as the organisation’s primary contact for grant applicants and grant recipients, running part of the grant activity and assisting in the mentoring programme, networking and the measuring of impact. The Project Coordinator plays a central role in running this European project in collaboration with three other consortium partners.

The Project Coordinator reports to the managing director of Journalismfund.eu vzw and will work closely with the other project coordinators of the organisation and the financial management.

Specific tasks:

1. Oversee and execute all elements of the grant programme. Includes the following:

- Announce calls for applications;
- Update application platform, instructions, and guidelines as needed;
- Coordinate and schedule jury meetings;
- Prepare and distribute applications and reports to the jury members and/or oversee the on-line grant application process;
- Plan and present pre-application information sessions for grant applicants;
- Encourage applications, guide the applicants through the application process, answer questions etc.;
- Review applications for completeness and eligibility requirements;
- Attend the jury meetings to ensure correct and formal assessment procedures are followed, and draft jury meeting minutes;
- Maintain accurate records of all applications and grants using the organisation’s centralised database and other internal record keeping;
- Notify applicants of the status of their proposals, respond to questions;

- Prepare formal grant agreements;
- Recruit and appoint mentors for granted teams, follow up the mentoring process;
- Receive, track, review and file interim and final project reports and post-publication surveys;
- Maintain contact with grantees for early identification and resolution of issues;
- Take care of all administrative tasks in connection with the grant programme;
- Assist with the drafting of narrative reports in accordance with the donor's instructions;
- Assist with the organisation of the consortium meetings, drafting minutes and reports, ...

2. Assist in the communication programme results. Includes the following:

- Advise the granted journalism teams in developing a powerful publication and impact strategy;
- Assist the communication officer with regard to the communication about the programme's results and published investigations, through various channels (website, newsletter, social media, reports, ...);
- Participate in Journalismfund.eu's general communication with regard to the project's activities.
- Assist in setting up a project website.

3. Other duties as required. Includes the following:

- Provide back-up support to other team members as required;
- Prepare summaries and briefing materials on the project activities at the request of the managing director;
- Other duties as assigned.

Your profile

The ideal candidate will have relevant work experience in grant making and project management, and is hands-on and able to work autonomously. Strong attention to details is required, including the ability to prioritise work demands and assignments. A problem-solving mindset and a penchant for administrative tasks are key assets.

Requirements:

- Belgian resident and eligible to work in Belgium;
- Minimum four years of relevant professional experience;
- A master's degree in a relevant field is preferred;
- A strong interest in local journalism; insight into investigative journalistic methods is a plus;

- Excellent English language written and verbal communication skills; knowledge of other languages - particularly French or Dutch – is a plus;
- Proficiency in the MS Office suite (Word, Excel, PowerPoint);
- Insight into budgets and figures;
- Excellent project management and time management skills; able to prioritise work and meet deadlines;
- Able to work effectively in a dynamic team environment (working both independently and as part of a small team);
- Good knowledge of social media networks such as Twitter, Facebook and LinkedIn.
- Experience with audience engagement strategies is a plus.

Our offer

Full-time position (38 hours/week). One-year term with possibility of renewal.

An interesting salary and benefits package (a gross salary between € 33,000 to € 44,000 annually, depending on the level of experience).

Offices located in Brussels (Belgium).

Application Procedure

Send your CV and a statement of motivation in English as well as the contact details of at least two references to ides.debruyne@journalismfund.eu with “Project coordinator – European cross-border local journalism programme” in the subject line. The applications should be submitted on 18 March 2022 at 12 pm (noon) CEST at the latest.

Starting date: as soon as possible.

Journalismfund.eu is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability or age.