ISOCARP INSTITUTE
Centre for Urban Excellence

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Project Assistant at ISOCARP Institute

Den Haag, Netherlands

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About us

The ISOCARP Institute is the research spin-off of the International Society of City and Regional Planners (ISOCARP), based in The Hague, the Netherlands. With over five decades of accumulated knowledge and expertise in urban and regional planning, ISOCARP as a non-profit organisation with individual and institutional members in 85 countries worldwide, initiated the Institute as a Center for Urban Excellence – a think-tank empowering individuals, organisations, and institutions to achieve better human settlements. The Institute's core function is to conduct research and promote knowledge transfer, offer advice and short-term consultancy services, as well as design, and deliver capacity development and continuing education programmes. The institute is involved in several EU research projects, offers technical assistance globally, as well as engaged in capacity development projects with other international partners.

Job profile of a Project Assistant:

We are seeking for a part-time Project Assistant (PA) who will support and assist us in the management of our multiple projects. You will be:

- Supporting the general project implementation specially on the management of communication and dissemination materials
- Preparing eye-catching and engaging visual materials, handbooks and manuals
- Assisting in both managing the ISOCARP Institute and project websites and social media engagement
- Assisting in the acquisition and research of projects, including: stakeholder engagement, desk research, compilation of relevant research materials, and proposal writing.

Requirements

- A highly motivated candidate with a (recent) Master's degree in Communication Sciences, Design or other relevant discipline
- Passion for learning about urban development, sustainability and citizen engagement
- At least 1-year experience in an international environment dealing with research and projects. Knowledge on the implementation of EU-funded projects is an advantage

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- You are creative and talented in web design, infographics, and visual materials: knowledge of Adobe software, MS Office and Wordpress is essential
- You are autonomous and proactive in building and setting up (new) operational processes from scratch
- You have excellent command of the English language, both verbal and written. Other European languages are an asset.
- You hold (due to legal reasons) EU citizenship or have a valid EU residence permit / valid Netherlands' work permit. Applications not meeting these conditions can unfortunately not be considered.

In addition, you:

- Bring action and hands-on mentality and enjoy working in a young, dynamic, and international environment
- Are a team player, with the ability to engage with stakeholders
- Can coordinate several projects simultaneously.

What do we offer:

- 24 hrs/week
- Work in an exciting, multi-disciplinary international team
- The opportunity to develop yourself through varied assignments
- A competitive salary
- Flexibility in distributing your working hours, working from home
- Hands-on-experience in real EU-projects in a friendly, encouraging working environment.

How to apply

Please submit your CV and motivation letter at jobs@isocarp-institute.org

Deadline to apply: 22. February 2021

If you have questions about this vacancy, please send an e-mail to Ms. Gisela Garrido Veron (Project Manager): garridoveron@isocarp-institute.org

https://www.isocarp-institute.org/