



The EUI has an open vacancy for a

Project Assistant in the Communications Service

Florence, 06 December 2023

Reference: **V/PA/SCOM/3/2023**

Who we are

The **European University Institute (EUI)** at a glance:

- an **international organisation** set up in 1972;
- a research university focusing exclusively on **postgraduate, doctoral and post-doctoral studies**, and advanced research;
- located in the hills overlooking the city of Florence, Italy.

The Institute also hosts the Historical Archives of the European Union.

The [Communications Service](#) produces and disseminates information about EUI academic programmes, research, news, and events. It reaches out to faculty, staff, researchers, alumni, the social sciences community, policymakers, the press, and other stakeholders. It is responsible for defining and promoting the EUI's corporate identity, and for monitoring its implementation across all the academic and administrative units of the Institute with a view to ensuring consistency in the use of the EUI's logo, imagery, and other audio-visual materials. The Service offers training, tools and support to its members in the areas of digital communications and web, academic communications, and editorial design and lay-out.

The Communications Service also leads the organisation of [The State of the Union](#), the EUI annual flagship event.

[The State of the Union](#) (SOU) conference, now in its 14th edition, is an annual summit for high level reflection on the state of the European Union. The success of the event is based on five key elements: high-level participation, excellent networking opportunities, debates, and conversations on the most pressing issues on the European agenda, stunning locations and state-of-art organisation and consistent timing.

The event is part of the regular research-oriented activities of the Institute, and it aims at bridging the gap between research and policy. SOU attracts the interest and financial contributions from external stakeholders and increase the EUI media visibility.

SOU also serves as an annual teambuilding exercise for the entire EUI community as internal experts across all departments and services contribute their skills to deliver an event of international resonance.

Employment details

Contract type	Full-time (30/30, 40 hours/week)
Length of contract	12 months, start date 1 February 2024 (negotiable start date) This contract may be further renewed (several times and conditional to the availability of funds), leading to an extension of the period of service up to a total of 5 years, including the first contract period.
Salary indication and grade	Grade: ASTAC1e step 1 The basic net monthly salary after taxes is approximately 2.160 Euro, plus allowances if applicable. More information about conditions of employment is available here .
Place of work	Florence, Italy

About the project

Project Director	Marco Incerti, Director of the EUI Communications Service
Project details	<p>The State of the Union is mostly supported by both direct financial contributions and in-kind goods and services from a variety of internal and external stakeholders. Each year, recurrent partners and potential new partners are approached to understand whether they might be interested in supporting the event and contribute to the Conference likewise by organising a panel. In addition, The State of the Union works with, and has worked with, a variety of internationally recognised media partners from across Europe who guarantee wide visibility thanks to advertising campaigns (digital and in-print).</p> <p>The organisation of the conference is curated by the Scientific Committee and the SOU Secretariat, along with the support of EUI staff from the various services, departments, units.</p> <p>The SOU Secretariat, led by the SOU Project Manager, is responsible for the overall organisation of the event carrying out the day-to-day activities, which includes, but is not limited to: Fundraising and liaising with partners; Managing funds and expenditures; Liaising with the Scientific Committee to define the programme and with the invited speakers to ensure their participation; Managing contact databases, communications, graphic materials, invitations, and the registration process; Managing logistics, security and protocol, and institutional relations; Coordinating advertisements provided by media partners and synchronizing the overall production.</p>
Job description	<p>The Project Assistant will provide organisational and logistic support to the Project Director as well as to the SOU Project Manager. Main tasks include:</p> <ul style="list-style-type: none">- Supporting on research to draw international funding opportunities, negotiate partnership contracts and write grant applications;

- Acting as point of contact for internal and external stakeholders including partners, service providers and EUI staff;
- Acting as subject matter generalist regarding all administrative processes: ensuring compliance with administrative regulations (financial regulations, staff regulations, procedures, etc.);
- Helping with the draft of a range of communications content for marketing materials;
- Supporting the implementation of team actions including mass mails, the launch of the SOU website, social media campaign, registration process, digital event platform and the SOU Final Report;
- Contribute to the designing of the event “chronoprogramme”, organising testing schedules and training sessions for moderators, speakers and staff;
- Supporting the monitoring of the implementation of the Communications Strategy and ensure the achievement of reach and diversity targets.

Qualifications and experience

Qualifications and Experience

Essential:

- Bachelor of Arts, preferably in Organisation of Events, Public Relations, Communications, Political Science, Social Sciences, or related topics;
- Proven professional experience in the organisation of events;
- Proven knowledge of fundraising workflows acquired through previous experience;
- Demonstrated organisational skills acquired through previous experience;

Desirable:

- Proven knowledge of Content Management (CMS) and/or Customer Relationship Management (CRM) systems;
- Demonstrated IT skills, including Microsoft Office, events’ related platforms and web editing;
- Proven experience in working in an academic research institution and/or international environment;

Languages

Excellent knowledge of Italian and English, both spoken and written ([CEFR](#) level: C1 or above). Knowledge of other languages constitutes an advantage.

How to apply

Deadline

The closing date for applications is **21 December 2023** at midnight (Florence time)

Contact details

For more information contact Alessio Lapucci (alessio.lapucci@eui.eu)

How to apply

Fill in the [online application form](#) and upload documents as requested.

Data Protection

The purpose of processing the data submitted by candidates is to manage their application in view of a possible pre-selection and recruitment by the EUI. The information candidates provide in their application form is collected for the purpose of the selection procedure. The EUI will ensure that candidates' personal data are processed as required by its Data Protection Policy ([President's Decision No. 10/2019 of 18 February 2019 regarding Data Protection at the EUI](#)).

Equal opportunities

The European University Institute applies a policy of equal opportunities, which, in accordance with Article 1d of its Staff Regulations, prohibits discrimination on any grounds such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation. Any reference in this notice to a person of the male sex must be deemed also to constitute a reference to a person of the female sex.