

We are looking for our new Programme Coordinator

Join our team!

Application submission deadline: September 24th | Desired starting date: 15 October 2021

Interviews: 28-30 September 2021

The Heinrich Böll Stiftung Thessaloniki Office-Greece is looking for a Programme Coordinator to support its work in the field of Democracy. The successful candidate will contribute to the coordination of our work [in this thematic area](#) focusing in the expansion of our relevant activities to Bulgaria.

About the role

The points below will help you better understand this role within the everyday working reality:

- Work closely with our Programme Coordinator for Democracy and Foreign & Security Policy
- Receive, shape and develop project proposals in the respective fields
- Curate project content and compose project reports
- Take care of financial administration of programs
- Participate in the relevant international platforms of the Foundation and keep track of the content produced within them
- Organise events (digital and physical)
- Take care of our network of contacts in Greece in the specific fields and attract new potential partners in Bulgaria
- Monitoring and reporting on the political reality in Bulgaria

About you

Although we don't believe there is just one path to reach your destination, here are some skills that would make your integration to our team easier:

- University degree and minimum 5 years of professional experience on these issues
- Excellent project management skills
- Excellent knowledge of Greek and English (oral and written). Knowledge of Bulgarian and/or German will be considered an asset. Our main working languages are Greek and English.
- Excellent IT skills (use of Microsoft Office suite as well as tools for online cooperation such as Slack, Cloud based solutions etc.)
- Very good knowledge political reality and of the civil society in Bulgaria
- Good interpersonal skills
- Ability to work independently but also in good coordination with a team
- Experience in event organisation (concept, putting together a suitable speakers' lineup, reporting)
- Desired working experience abroad

What we offer

We offer a full-time position on a limited time contract until 31.12.2022 with a possibility to extend to an open-end contract. Along with a competitive salary, we offer the chance to work as part of a dynamic international network with many opportunities for personal development and vocational training as well as part of a small, agile and friendly team.

How you can apply

Please submit your application *in English or in Greek* at gr-info@gr.boell.org in a **single PDF document** that includes your **CV (max. 2 A4 pages) along with a text** of up to 400 words on the topic “What are the topics that provide field for collaboration between Bulgaria and Greece?” **until September 24th 2021, COB.**

You need to know

- Heinrich Böll Stiftung is committed to combatting sexual exploitation, abuse and harassment and implement a policy for Protection against Sexual Exploitation, Abuse and Harassment (PSEAH).
- We particularly welcome the application of people with migration history and people with disabilities.

More about us

- **The Heinrich Böll Foundation is** a German political foundation close to the party Bündnis 90 / Die Grünen. It stands for green ideas and projects, is a reform policy workshop for the future and an international network. We work with more than one hundred partner projects in 60 countries and currently have offices in 34 countries.
- **The foundation's office in Greece is based in Thessaloniki since 2012.** Our program intends to advance democracy and democratic governance, the protection of human rights, promote political dialogue, develop new concepts and practices towards a socio-ecological transformation of the economy focusing on energy transition and social solidarity economy We also place particular emphasis on gender democracy and intercultural inclusion aiming at the emancipation and the granting of equal rights to all social groups facing discriminations and the risk of social exclusion. We also place particular emphasis on gender democracy and intercultural inclusion aiming at the emancipation and the granting of equal rights to all social groups facing discriminations and the risk of social exclusion.