About YPFP:

Young Professionals in Foreign Policy (YPFP) is dedicated to nurturing the next generation of foreign policy leaders. We empower our members with the knowledge, skills, exposure, and relationships needed to address critical global challenges throughout their careers. YPFP is a dynamic, global, nonpartisan, nonprofit organization with a worldwide network of over 10,000 selected members working across all fields of international affairs. Established in 2004, our headquarters is located in Washington, DC, with branches in Brussels, London, Tokyo, Toronto, and New York.

Job Title: Advisors Program Officer, Membership & Benefits

YPFP Brussels is on the lookout for an enthusiastic and dedicated Advisors Program Officer, set to embark on this exciting journey starting November 1st, 2023. The Advisors Program Officer will be an integral part of the Membership & Benefits team. Get ready to spearhead the planning, execution, and supervision of our upcoming mentoring program, which is all set to kick off in January 2024. This program is your opportunity to empower the professional development and career trajectory of our members while cultivating influential mentorship connections within the vibrant world of foreign policy.

Join us in shaping the future!

Key Responsibilities:

Program Development:
- With the support of the Membership & Benefits Director, craft a comprehensive mentoring program framework, including goals, objectives, and a timeline.
- Collaborate closely with YPFP leadership to align the program with the organization's mission and strategic goals.

Recruitment and Matching:
- Attract mentors and mentees from YPFP Brussels' membership and external networks.
- Precision-match mentors and mentees based on their career goals, interests, and expertise.
Orientation and Training:
- Conduct informative orientation sessions for mentors and mentees to ensure clarity on program expectations and goals.
- Equip participants with resources and training materials to enhance mentorship effectiveness.

Monitoring and Support:
- Regularly assess progress and address challenges or concerns by maintaining consistent communication with mentors and mentees.
- Provide ongoing guidance and support to mentor-mentee pairs throughout the program.

Program Evaluation:
- Solicit feedback from participants to continually evaluate the program's effectiveness, making necessary improvements.
- Prepare detailed reports and presentations on program outcomes for YPFP leadership.

Eligibility Criteria:
- Passion for mentoring and nurturing the career development of young professionals.
- Outstanding communication and interpersonal skills.
- Strong organizational and project management capabilities.
- Familiarity with foreign policy and international affairs is advantageous.
- Ability to work independently and collaboratively within a team.
- Commitment of up to 10 hours per week.
- Email responsiveness within 48.
- Proficiency in written and spoken English.
- Residency in Brussels, Belgium.

The position is unpaid and part-time. You are not required to be a member to apply, but you must become a member to be accepted for the position.
To apply, please send a cover letter and your CV to Lena Eisenreich (lena.eisenreich@ypfp.org).

**Deadline for Application:** 15 October 2023, EOB

*Note: This job description is intended to provide an overview of the responsibilities of the position and is subject to change as the mentoring program evolves.*