



YOUNG PROFESSIONALS IN FOREIGN POLICY

Programmes Officer Call

About YFPF:

Young Professionals in Foreign Policy (YFPF) fosters the next generation of foreign policy leaders by providing its members with the knowledge, skills, exposure, and relationships to tackle critical global challenges over the course of their careers. YFPF is a dynamic, global, nonpartisan, nonprofit organization with more than 10,000 selected members around the world who work in all fields of international affairs. It was established in 2004, and is headquartered in Washington, DC, with branches in Brussels, London, Tokyo, and New York.

Job Title: Programmes Officer (PO)

Vacancies: 4 Officers

The Programmes Officer is responsible for organizing and contributing towards the events which fall under the remit of the Programmes Team. As a point of reference, the Programmes Team is well-known for having organized in the past flagship series of events such as the Ambassador Series, the Young Leader Series, the Tools of the Trade Series as well as the UN Series. Aside from that, the Programmes Team also organizes other panel discussions on current topics of interest and other unique events, such as (without being limited to) informal talks, discussion groups, film screenings and more. The selected Programmes Officers are expected to design and implement, in close collaboration with the Programmes Director, specific events and projects relevant to the profile they apply for (e.g. Energy & Climate, Foreign Policy, Democracy etc.). They are also expected to provide support, when needed, to the projects developed by their fellow POs. The POs will report directly to the Programmes Director and the Deputy Programmes Director.

Desired Profiles

Climate and Energy Transition Officer (1 officer)

- Proven track record in climate and/or energy related affairs;
- Understanding of the EU and global institutional framework related to climate change and energy transition;
- Understanding of the main stringent issues and global debates in the area;



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- Particular interest and expertise in one relevant area is considered an advantage;
- Willing to design and implement thematic events in collaboration with the Programmes Team;

Ambassador Series & Foreign Policy Officer (1 officer)

- Strong interest in diplomatic affairs and foreign policy topics;
- Proven track record of experience in foreign policy and/or diplomacy related projects;
- A degree in International Relations, European Studies, Political Science, Development Studies, Global Affairs and other relevant degrees is considered an advantage;
- Understanding of the stringent global issues at the moment; special interest and expertise in a particular geopolitical region is considered an advantage;
- Willingness to design and implement thematic events in partnership with diplomatic institutions from Belgium and under the supervision of the Programmes Director;

Democracy & EU Enlargement Officer (2 officers)

- Interest in the main external action tools of the EU, as well as EU's cooperation priorities in the context of, for example, the Eastern Partnership Policy, the Southern Neighbourhood etc.;
- Understanding of the main challenges the EU experiences at the moment from a democratic robustness perspective;
- Understanding of the EU institutional framework and governance structure;
- Interest to design and implement thematic events relevant to the profile hereby described;

Key Roles and Responsibilities:

- Supporting the strategic vision of the YFPF Brussels Programmes team;
- Organizing events from start to finish related to your allocated flagship series as well as other panel discussions/events of your liking;
- Writing internal and external reports, concept notes etc.;
- Drafting and sending out emails/other material to the team, participants, partners and potential speakers;
- Representing the Programmes Team in internal/external meetings, Programmes Team's events and also other events; and,



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- Coordinating with the Director of the Programmes Team and working with the rest of the Programmes Team (and potentially the SecDef team) when it comes to organizing events.

Desired Skills and Experience

- Prior experience in organizing events, moderating panel discussions, and others;
- A high degree of maturity, professionalism and commitment;
- Willingness to attend meetings and other activities/events;
- Excellent communication skills, written (particularly when it comes to the English language) and verbal;
- Strong organizational and project management skills; and,
- Self-motivated, organized, and able to work efficiently and autonomously as a highly resourceful team-player.

Eligibility and Selection

- Ideally an early career professional or current graduate student in a relevant field;
- Ability to respond to emails and messages in a timely manner;
- Required to commit to one year or more as a staff volunteer;
- Ability to commit 5-10 hours per week;
- Acknowledgement that this position is unpaid and part-time; and,
- Based in Brussels, Belgium.

Please note that the YFPF members must be dues-paying members. You are not required to be a member to apply, but you must confirm your membership to be accepted for the position. To apply, please email a short cover letter (1 pager) and your up-to-date CV to the YFPF Brussels Programmes Director, Tudor Gaitan (tudor.gaitan@ypfp.org). Deadline for submissions: Saturday, May 25th, before 20:00.

Each applicant should select one of the three advertised profiles. Please mention the preferred role in the subject line of your application email.