



Young Professionals in Foreign Policy – Brussels Branch

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 Brussels is a dynamic, nonpartisan, nonprofit organization, part of a network with more than 20,000 members around the world who work in all fields of international affairs.

Job Title: Officer, Security & Defence

Position Description: A Security & Defence Officer is required to lead Security & Defence related activities and build and maintain partnerships. The Security & Defence Officer will also be responsible for contributing to establish a network within the Brussels youth community. To take on this role, you must be willing to work proactively with the rest of the YFPF Brussels team, and effectively work towards providing event opportunities related to security & defence.

The Officer is expected to have an excellent understanding of foreign policy developments, especially in the field of security & defence. They should be comfortable presenting and communicating ideas to the Director and Deputy Director. A high level of comfort in relationship management with current and/or future partners is paramount to be selected for this role. Lastly, the incumbent must be excited, motivated and a pleasure to be around.

Roles and Responsibilities:

- Plan and execute security and defense-related events, including seminars, workshops, and panel discussions, etc..
- Engage with the YFPF community and external audiences to maximize event attendance and participation.
- Collect and analyze feedback from event attendees, speakers, and stakeholders.
- Ensure all events comply with organizational policies and operating procedures.
- Communicate new innovative projects and consult regularly with the Director.
- Attend all Security & Defence team meetings.
- Push brand awareness and increase local membership.

Eligibility and Requirements:

- Clear understanding of event management
- Expertise and/or strong interest in Defense, Security, Foreign Policy
- Be self-motivated, well organized and able to work efficiently and autonomously, as part of a small team
- Required to commit to twelve months or more as a staff volunteer
- Required to respond to emails [as soon as possible]
- Excellent written and spoken English skills
- Live in Brussels, Belgium

The position is unpaid and part-time. 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. This position requires a time commitment of 5 - 10 hours per week, and successful candidates should be able to make at least a one year commitment to the role.

Your application should include an updated resumé and a motivation letter (not more than a page).

To apply, please send your application to Walter Kowalski at walter.kowalski@ypfp.org and Raquel Sequeira a raquel.sequeira@ypfp.org

Deadline for applications: Sunday, June 30th, 2024 at 23:59.