

Initiative for Science in Europe seeks its Executive Coordinator

The **Initiative for Science in Europe (ISE)** is a non-profit organisation based in Strasbourg. It serves as a common platform formed by independent member organisations representative or supportive of the research communities of Europe. Its mission is to increase the visibility and impact of the scientific community in the public and policy-making arenas, to advance research and to promote the contribution of scientists to European society.

The responsibility of the Executive Coordinator of the Initiative for Science in Europe (ISE) will be to increase the influence and impact of ISE, and thus of science, in Europe.

This task will include:

- Assisting the leadership of ISE in the organisation of meetings on science policy and by drafting position papers;
- Liaising with ISE member organisations, its President, Executive Committee and working groups, European institutions, policy-makers, the media and other stakeholders;
- Conducting the daily business and coordinating the activities of ISE, including keeping a record of all members, bookkeeping & budget, records of all ISE meetings, reporting and management;
- Identifying potential new member organisations;
- Maintaining the ISE website <https://initiative-se.eu/>

Qualifications and Experience

The successful candidate should hold an advanced university degree and have relevant work experience or volunteer activities in the area of science policy, be capable of working independently and be prepared to travel. A good knowledge of the European institutions including their structures, policies and programmes is required, as is an interest in topical science and science policy issues. The ideal candidate will be a skilled communicator in all media and have computer literacy. Fluency in spoken and written English is essential; French would be an additional advantage.

The job is based on part-time work commitment with a flexible schedule. The jobholder will do most of the work by teleworking, and is expected to attend some meeting in Strasbourg, Brussels, Paris and other European cities. She/he will report directly to the President and work in close contact with him/her.

Type of contract and Compensation. The contract will be a renewable one-year contract (“Contrat à durée déterminée”) with a yearly salary (salaire annuel brut) of €18,000. A contract as an independent contractor is also possible with equivalent total cost to the Association.

Applications

Candidates should send CV and cover letter to Prof. Martin Andler, ISE President, by email : martin.andler@initiative-se.eu

Applications should be sent by June 1, 2019. The position will be filled as soon as possible.