

Project Coordinator (Part-Time, 50%)

Location: Berlin

Start Date: As soon as possible

Contract Duration: Until 31 December 2025 (extension subject to funding)

Deadline of Application: 15 April 2025

The **European Platform for Democratic Elections (EPDE)** is seeking a **Project Coordinator** (part-time, 50%) to support the implementation of project initiatives in Africa in the field of citizen election observation and democracy support. The role involves coordination of the project activities, event management, stakeholder coordination, and project monitoring.

The **European Platform for Democratic Elections (EPDE)** is a network of 16 independent civil society organizations specializing in election observation across Europe and beyond. EPDE is committed to promoting **democratic electoral processes** and strengthening the **resilience of democratic institutions** against authoritarian influence. This position will focus on **democracy support projects in Africa** and is based at our secretariat in Berlin under the **European Exchange gGmbH**.

About the role

Key Responsibilities

- Organize and coordinate events (conferences, roundtables)
- Oversee logistics for travel and meetings
- Contribute to advocacy campaigns, events, and training programs
- Coordinate with project partners and stakeholders
- Monitor project activities and assist in reporting

Your profile

Experience and Skills

- **Minimum 2 years** of experience in **project coordination**, including in **event management of conferences and/or political events**
- Bachelor's or Master's degree in a related field (political studies, international relations, area studies), advanced knowledge of (domestic) election observation in Africa is a plus
- Excellent communication skills (both in written and verbal)
- Ability to adapt quickly, work independently with strong attention to detail, and collaborate effectively as a reliable team player.
- Confident use of common Microsoft Office programs and Experience with project management tools (e.g., Kanban, Monday.com)

Languages

- Very good command of English (required)
- Good German skills (required)
- Good knowledge of French is a plus

Additional Requirements

- Work permit for Germany

Europäischer Austausch European Exchange



- Willingness to travel occasionally for work

What we offer

- You will work with a very agile, diverse, international team and appreciative work environment
- Flat hierarchies and short communication channels
- Modern loft office in Berlin-Kreuzberg, close to the Landwehrkanal
- Competitive salary oriented at TvÖD (public sector pay scale)

How to apply

Please send in your application latest by **15 April 2025** (earlier applications will be considered before this deadline) including your

1. CV
2. Cover letter
3. References
4. Salary expectations

in one pdf file to job@european-exchange.org

You will be employed by the **European Exchange gGmbH** which holds the secretariat of the EPDE.

The European Exchange has been dedicated to promoting democratic development in Europe and its neighborhood. Our work is guided by principles of **pluralism, open societies, and respect for human and civil rights**. We believe that **strong institutions, free elections, and civic engagement** are key to democratic governance.

The work of the European Exchange is supported by German federal ministries, the European Union, and international foundations.

The European Exchange is an **equal opportunity employer**. We welcome applications regardless of race, color, religion, gender, sexual orientation, gender identity, national origin, or disability status.

If you have any questions about this posting, please contact the following email address:
job@european-exchange.org.

We look forward to your application!