

Open positions – European Youth Energy Network

Director of Secretariat (8-10h/week)

Are you a passionate student or young professional, and want to contribute your skills and curiosity towards a strong youth voice in energy? Then the European Youth Energy Network (EYEN) is the right place for you to thrive.

Let's reshape youth engagement in the European energy transition together!

EYEN is the Federation of energy-focused youth organisations in Europe, uniting organisations from across Europe and reshaping youth engagement towards a just, empowered and collaborative energy transition. We advocate for the meaningful engagement of young people in the energy transition, and we create the space to allow them to have an impact. For the coming years, we have big plans on empowering, connecting, coordinating and advocating where youth and energy meet. EYEN's flagship annual event: the **European Youth Energy Forum** with its practical policy proposals.

To bring the internal workings of this ambitious, international organisation to the next level and support the efforts of its young energy changemakers, **we are building a strong team**. We promise that if you join us, you'll embark on a huge learning journey and meet like-minded people from across Europe & beyond.

Will you contribute your bringing-things-together skills to the European energy transition, in an ambitious federation?



European Youth Energy Network (EYEN)
80 Boulevard Auguste Reyers
1030 Bruxelles

Contact: info@youthenergy.eu
Website: youthenergy.eu
Updates: [LinkedIn](#) - [#youthenergy](#)

Open positions – European Youth Energy Network

Director of Secretariat (8-10h/week) – continued

→ **Your role**

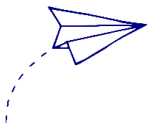
- **Lead and manage the Secretariat**, ensuring that the operations are aligned with EYEN's strategy and are working towards fulfilling the network's vision and mission
- **Support EYEN's Teams** (Partnership, Membership, Communications, HR and Governance) by ensuring their correct functioning within the organisation.
- **Support EYEN's Task Forces** (e.g. the European Youth Energy Forum, Young Energy Consumers on #energy-poverty and COP) by closely following their operations timeline and milestones.
- Maintain, communicate and make sure all teams follow **EYEN's Statutes, Internal Rules and Guidelines**
- Chair the internal bi-weekly **coordination meeting**
- Manage email, cloud access and software subscriptions
- Represent EYEN in events and support in external relations

→ **You are a good fit for this role if you**

- Have a natural orientation to define and track tasks
- Enjoy engaging with stakeholders
- Are curious about the young energy community and are enthusiastic about being part of it
- Can work independently, yet also love teamwork

→ **The experience is 100% worth it. This is why ▼**

- You will work in a dynamic (and fun!) group of international young professionals and students, co-creating the development of an impactful organisation;
- You will learn a lot about youth involvement in the energy sector and benefit from our network with contacts to a wide range of organisations and institutions;
- You will be part of a project that can fulfil you as a key player in the integration of youth in the energy transition



Apply now by sending your motivation and CV (applications processed on a rolling basis) to careers@youthenergy.eu, adding any proof of work would be optional.

