

*Open positions – European Youth Energy Network*

# HR Coordinator (4-6h/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 people & process skills to the European energy transition, in an ambitious federation?**



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

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**Updates:** [LinkedIn](#) - [#youthenergy](#)

## → Your role

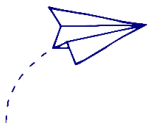
- **Optimize HR processes and policies** and make sure these are communicated, implemented, and followed up internally.
- Attend EYEN's **coordination meetings** (happening once every two weeks) to discuss internal procedures and tasks with the board and the other team coordinators.
- **Support our recruiter(s)** with recruitment, onboarding and monitoring the process of new applications.
- **Assist in drafting job descriptions** based on the input provided by team coordinators, posting job openings on our webpage and relevant platforms, and reviewing applications.
- **Coordinate interviews** with applicants and support the onboarding process for new volunteers or staff members.
- **Maintain our database of volunteers.** Make sure that all communication between EYEN and volunteers comes across, to make sure our volunteers are being informed, engaged, and able to perform well.
- **Create policies, templates, and workflows** for team coordinators to track performance, provide feedback, and support improvements toward engagement and performance.
- **Diversity and Inclusion:** Advocate for and support initiatives that promote diversity and inclusion within the organisation, encouraging volunteers from different backgrounds and cultures to participate.

## → 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](mailto:careers@youthenergy.eu), adding any proof of work would be optional.**

