Open positions – European Youth Energy Network

Director of Human Resources (8-10h/week)

People Operations Team

Are you a passionate student or young professional? Do you want to contribute your skills and curiosity to the role of youth in the European energy transition? Then the *European Youth Energy Network (EYEN)* is the right place for you to thrive.

The *European Youth Energy Network (EYEN)* is the think tank **placing youth at the heart of the European energy transition**. We believe in a future where the European youth is instrumental in shaping a just and sustainable energy transition.

EYEN is a **non-profit youth-led association** that brings together youth energy-focused organisations (our Members), young professionals and students active at European, national, and local levels. EYEN also collaborates with international organisations, European institutions and companies to **create solutions** for the energy sector.

Are you ready to join our team of like-minded volunteers based all across Europe and to be part of this *learning + action* story?

European Youth Energy Network (EYEN)
25 Rue d'Arlon, 1050 Bruxelles, Belgium

Contact: info@youthenergy.eu
Website: youthenergy.eu
Updates: LinkedIn - #youthenergy

→ Your role

- Manage **recruitment** from application to onboarding
- **Oversee volunteer onboarding, offboarding and records**
- Ensure **consistent role titles** across task forces
- Keep the **EYEN website** updated with vacancies and team members
- **Approve certificates** for volunteers with at least one year of service
- Handle **volunteer HR questions and requests**
- **Manage** conflict reporting and resolution
- **Coordinate the HR team** and maintain HR documentation

→ You are a good fit for this role if you

- Possess strong **organisational and people-management skills**, handling recruitment, onboarding and volunteer support
- Have a good understanding of or strong interest in the **European energy, climate and youth landscape**
- Are a confident **communicator**, able to coordinate with volunteers, recruiters and external stakeholders
- Handle sensitive situations with **discretion, fairness and empathy**
- Have a **proactive and detail-oriented approach**, with confidence using digital tools such as Google Workspace, Slack, Miro and Canva

→ The experience is 100% worth it. This is why ▾

- You will work in a dynamic (and fun!) team 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 into the energy transition.

European Youth Energy Network (EYEN)
25 Rue d'Arlon, 1050 Bruxelles, Belgium

Contact: info@youthenergy.eu
Website: youthenergy.eu
Updates: LinkedIn - #youthenergy