Open positions – European Youth Energy Network

Operations Officer

(5-7h/week)

Governance 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

- **You will support the Director and Deputy Director of Secretariat** as needed, including:
- **Follow** core team, task force and cross-body meetings, as needed
- **Support EYEN's Task Forces** (e.g. the European Youth Energy Forum, COP...) by following their operations timeline and milestones, as needed
- **Circulate** agendas, pre-reads and minutes
- **Facilitate** (but do not chair) working sessions
- **Maintain** the decisions register and the institutional archive
- **Track and follow up** on all action points
- **Manage** administrative procurement and logistics

→ You are a good fit for this role if you

- Have a proactive approach to **define, assign and track tasks**
- Enjoy **engaging with stakeholders** and **mentoring others** to help them grow
- Good at communicating, organizing tasks, and keeping things on track
- Can **work independently**, yet also love teamwork
- **Nice to have:** knowledge of EU regulations and institutions, energy sector, PMO experience or experience in similar volunteering positions.

→ 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 fulfill you as a key player in the integration of youth into the energy transition.

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