



**JOB OFFER 1/2025
PROJECT OFFICER
INTERNATIONAL ASSOCIATION OF EDUCATING CITIES**

The International Association of Educating Cities (IAEC) is a non-profit organization, established as a permanent structure for collaboration among local governments committed to the Charter of Educating Cities, which serves as a roadmap for member cities. Founded in 1994, the IAEC currently brings together over 480 cities from 27 countries around the world. (<https://www.edcities.org/en/>)

The Secretariat is the body responsible for the day-to-day management of the Association. Its responsibilities include: maintaining contact with member cities; promoting activities; monitoring territorial networks; organizing the General Assembly; and producing reflection materials, among others.

Tasks:

1. Support the Secretariat team in general tasks and take an active role as a team member, being responsible for one or more specific tasks within the action plan.
2. Manage the BIDCE Bank of Experiences.
3. Analyze good practices from member cities in connection with participation in meetings, award applications or other project calls.
4. Draft minutes, notes, articles, and reports related to the assigned tasks.
5. Provide support in the preparation of meetings, congresses, seminars, and exhibitions.
6. Represent the organization at international events when necessary.
7. Deliver presentations to promote the Association and its work.
8. Support territorial and/or thematic networks and members as needed.
9. Collaborate in the production of materials, publications, and content to present the IAEC and its activities.
10. Manage budgets for the assigned projects.
11. Support projects and programs developed with other partners and institutions.
12. Assist in managing the Association's social media platforms, when required.

Requirements:

- Bachelor's degree in: Pedagogy, Sociology, Journalism/Communication Sciences, International Relations, Political Science, or other Social Sciences degrees.
- Fluency in Spanish, English, and Portuguese (oral and written, C1 level or equivalent).
- User-level IT skills (Word, Excel, Access, PowerPoint).
- Proven experience in managing associations, networks, or in local, regional, or international entities or administrations.
- Availability to travel

The following will be considered an asset:

- Master's degree in any of the fields mentioned.
- Knowledge of Catalan (intermediate-high), French (intermediate-high), or other languages.
- Advanced IT skills (Word, Excel, Access, PowerPoint, Canva, etc.).
- Experience managing institutional social media.
- Experience managing transnational projects or programs, or in international relations.

Professional skills and competencies:

- ✓ Professional commitment
- ✓ Proactivity and initiative
- ✓ Accuracy and organizational skills
- ✓ Analytical capacity
- ✓ Teamwork and interpersonal networking skills
- ✓ Strong oral communication skills
- ✓ Excellent writing, analysis, and synthesis abilities
- ✓ Social media proficiency
- ✓ Ability to work under pressure and adapt to shifting priorities

Application procedure:

Candidates must complete the [following questionnaire](#), and attach their CV and a **motivation letter** by **17 July**. Only applications meeting all the required criteria will be considered. Applicants who do not meet the requirements are kindly asked not to submit their candidacy.

Shortlisted candidates who best match the profile will be invited to take part in an interview/test.

Before final hiring, the selected candidate must provide proof of education and work experience.

Conditions:

Valid work permit required

Starting date: September 2025

One-year contract (renewable), with a two-month trial period

Annual gross salary: €34,000

Weekly working hours: 37.5h

Workplace: Barcelona

Availability to travel.