

May 2025

Eurisy Vacancy Notice

Closing date for applications: 6pm Monday 2 June 2025

EURISY is an equal opportunity employer and is committed to diversity and inclusion in the workplace.

POST	Project Officer
DURATION	Fixed-term contract of one year with the opportunity to convert into an open-ended contract; possibility of an open-ended contract immediately for a particularly well qualified candidate.
LOCATION	Paris

About Eurisy

Eurisy is a European non-profit association constituted under French law, based in Paris. Its members comprise space agencies and other public bodies across Europe, including the European Space Agency (ESA) and the EU Agency for the Space Programme (EUSPA).

Its mission is to disseminate the use of space-based products and services to maximise the contribution space-derived innovations can make to European society, economy and the environment. With this goal in mind, EURISY's role is to support proactively user communities in making increasing use of satellite services.

EURISY is engaged in a wide range of projects working both directly with its members and within European Union programmes such as Horizon and Erasmus+. Its activities are aimed at raising awareness of the advantages of satellite information and services, advising and supporting end-users in their implementation, facilitating the dialogue between end-user communities and the space community, producing and disseminating information on end-users' needs and current use of satellite information and services, and providing European and national decision-makers with feedback from users to inform space programme development.

In a nutshell, Eurisy acts as a facilitator of innovation, a catalyst for collaboration, a matchmaker for people and organisations with common interests in advancing innovation, and as an adviser to policy makers.

The Eurisy executive team is currently comprised of four project officers, a communications officer and the Secretary General.

Job Description

The Eurisy Project Officer is expected to support and/or lead different activities, including research, communications, events, surveys, interviews, externally funded projects, presentations and any other activities within the association as necessary. The Project Officer will work under the supervision of the Secretary General and/or another senior member of the team and in close collaboration with other team members and external partners.

The post-holder will lead project work packages and activities within well-defined project structures, in line with Eurisy's mission and operational rules. They will contribute to the production of substantive project deliverables including for example reports, workshop management and communication materials. The Project Officer will contribute to the overall planning of projects and project management (including for example steering boards), preparing contents and inputs. They will be responsible for the timely achievement of high-quality outputs within the assigned areas of work.

Tasks and Responsibilities:

The Project Officer will undertake some or all the following activities within their role:

- project administration:

- manage the end-to-end administration of projects (mostly European funded project Horizon Europe and Erasmus+) which may entail planning, reporting and organising workshops such as matchmaking opportunities;
- manage project communication & promotional activities;
- prepare publications and any other activities needed for Eurisy to fulfil its role and objectives.

- research:

- identify and document examples of public or private entities successfully using satellite services;
- gather information on the activities and priorities of Eurisy's Members, especially in relation to Eurisy's own activities;
- keep abreast of and perform research on trends in the space sector, in terms of new technological developments, new products and services, and national and international policies and programmes;
- document in particular non-technical factors that influence or hinder the adoption of satellite services by civil society;
- identify user needs and study trends in various sectors, be they public or private, where space provides added value and develop reports for both internal and external purposes.

- communication:

- communicate Eurisy's goals, activities and endeavours to different audiences, including user communities, service providers and the space sector;
- stimulate and animate engagement of different communities through reports, newsletters, and social media posts, workshops and other activities;
- summarize and convey lessons-learned from stakeholders to policy makers in order to facilitate the wider uptake of space applications.

- partnership development:

- identify potential partners for Eurisy from the space and non-space sectors to carry out joint activities aimed at promoting satellite applications and, more generally, the benefits of space in those sectors.

Qualifications

This job will offer a motivated person the opportunity to grow professionally: the post-holder will have the freedom to take on responsibilities commensurate with their abilities, and to take credit for their own success, while contributing to that of the team. The position advertised is highly operative based on a learning by doing approach to develop a wide-ranging set of skills transferable into either the

private or the public sectors. The post-holder will be encouraged to be proactive, propose initiatives supporting Eurisy's objectives, and thereby shape their own place within the organisation.

We are looking for a candidate with relevant experience developed in a professional, intern or voluntary (eg student or young professional association) setting. You need not be an expert in the field already although proven interest in the space sector or in sectors related to technology innovation will be a distinctive advantage. The following are considered as essential requirements:

- Master's Degree or equivalent qualification in any scientific/technical or social science discipline;
- Fluent in English, highly articulate, with the ability to write in a clear and well-structured way;
- Solid analytical, drafting and organisational skills;
- Good communications and problem-solving skills;
- Experience of and interest in new modes of communication, especially social media;
- Ability to create attractive visual material using packages such as Canva;
- Good level of general computer literacy: Google Docs, MS Office, presentations, spreadsheets, databases, web-meeting platforms;
- Ability to learn quickly, think on your feet, be practical and adapt to a variety of situations and settings;
- Ability to develop and build a strong network of relevant partners;
- Highly motivated, curious, energetic and sociable;
- Ability to work both autonomously and in teams;
- Ability to interact sensitively and appropriately with interlocutors from different backgrounds and in different settings.

General Conditions

- A full-time one-year position under French law with the option to convert to a permanent contract; for a particularly well qualified candidate it may be possible to offer a permanent contract straight away;
- A competitive remuneration package within in the wider supportive French social support system (reimbursed healthcare, considerable employment protections etc);
- The financial compensation will be commensurate with the qualifications and skills of the successful candidate (no more than 35K€ year before individual taxes and social charges – currently equivalent to around 2,200€ a month net);
- Generous holidays and flexitime (recuperation de temps de travail) of some 49 days in total;
- An international and multicultural work environment in an exciting and dynamic field with the ability to travel for missions (up to around half a dozen times a year);
- A flexible working environment with up to 9 days of home working per month and 2 per week.

Specific requirement: Candidates must have the authorisation to work in France. Upon appointment (and after any exceptional transitional period) they will be required to work from the Eurisy office in Paris other than during home working.

How to apply

Send your CV and cover letter (maximum 2 pages each) clearly stating your motivation relative to this job, in English, addressed to the Eurisy Secretary General, via e-mail to eurisy@eurisy.eu including in the subject [SURNAME_Project Officer]. (File attachments should be in .pdf format.)

Closing date for applications: 6pm Monday 2 June 2025

[Download a .pdf version of the vacancy ad here](#)