



# ELO

European  
Landowners'  
Organization

## Policy & Project Officer opportunity at European Landowners' Organization

The European Landowners Organization (ELO) is a Brussels-based organization that has strong advocacy and project-based missions. We are looking for a motivating and dynamic profile who has knowledge on environment/biodiversity/land use EU-related topics.

### Policy:

- Monitor relevant legislative files and important events/conferences, as well as provide timely advice and policy analysis; help to support ambitious policies in the upcoming EU mandate.
- Write position papers and regular EU affairs analyses on environmental issues.
- Represent the organization at national and international biodiversity forums and conferences.
- Work closely with the communications team, e.g., conceptualizing events, sending out invitations to speakers, conducting research for forthcoming publications.

### Project:

- Coordinate and manage European projects with project partners across various European countries, ensuring timely execution and adherence to budgets and goals.
- Monitor and report on project technical and financial progress.
- Develop deliverables, highlighting the achievements and impact of our initiatives.
- Contribute to the development and writing of new project proposals.
- Build and maintain good relationships with key stakeholders, including EU institutions, NGOs, academic partners, and individual members.
- Organize, promote, and facilitate meetings, workshops, ceremonies, and conferences to promote knowledge exchange and collaboration.

### Qualifications

- Proven professional experience (at least 3-5 years) in any field related to policy of relevance.
- Experience in the full cycle of project management, including development, implementation, and reporting, preferably in the framework of EU-funded projects.
- Strong understanding of European Union institutions, policies, and funding programs.
- Excellent written and verbal communication skills in English; additional European languages are a plus.
- Meticulous with organizational and multitasking abilities.
- Proficiency in using project management and communication tools and software.

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[www.europeanlandowners.org/](http://www.europeanlandowners.org/)



- Previous experience in the European Commission or European Parliament is a plus.

### **What we offer**

Join the Policy Team of ELO, collaborating closely with Project Team. Explore their experiences and short biographies on the [ELO Website](#).

- Work in an international and dynamic culture, where your skills will contribute to impactful projects affecting landowners and environmental initiatives.
- Room for initiative—contribute to team vision and objectives, bringing your knowledge and expertise.

### **Contact details**

Interested candidates are invited to send their CV along with a motivation letter to [sylwia.kwiecinska@elo.org](mailto:sylwia.kwiecinska@elo.org) before the 13 of September 2024.

### **About the European Landowners' Organization (ELO)**

The European Landowners' Organization (ELO) is a leading voice representing the interests of landowners, rural entrepreneurs, and rural land managers in Europe. ELO promotes sustainable land management practices, fosters innovation, and advocates for the recognition of landowners' crucial role in shaping Europe's landscapes and rural areas.

[www.elo.org](http://www.elo.org)

