



## Selection of a Project Assistant for European Projects

# The Adriatic Ionian Euroregion is looking for a Project Assistant to join the Secretariat Team

**Are you motivated candidate willing to contribute to the work of the association?  
Have a look at our offer!**

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**Main functions:** Under the coordination of the AIE Secretariat, the project assistant will support the Euroregion in the implementation of EU co-funded projects, assisting the work of Projects coordinators and the team of the Secretariat in performing activities and organizing events of the projects;

**Type of contract:** Contract for the provision of certain services;

**Remuneration:** 5.000,00 Euro (all inclusive);

**Starting date:** May 2022;

**Duration of the contract:** December 2022

**Location:** Office of the Secretariat in Campobasso – Italy / Remote working;

**Deadline to apply:** [30 April 2022 at 12:00 CET](#);

**Interviews planned:** Beginning of May 2022;

**Who we are & what we do**

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The Adriatic Ionian Euroregion (hereinafter referred as AIE) is an association for the promotion of trans-national and inter-regional cooperation between regions and local authorities of the Adriatic and Ionian basin. It brings together 33 regional and local authorities across 6 counties (Albania, Bosnia Herzegovina, Croatia, Greece Italy, Montenegro). The AIE supports their members and operates also as a project platform for their members. In this framework AIE is implementing different EU co-founded projects on different topics such as: Sustainable Tourism, Youth, Civil Protection, EUSAIR, Blue economy, Education, etc.

**Key tasks of the Project Assistant**

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The Project Assistant will be involved in the implementation and follow-up of EU co-founded projects managed by the Adriatic Ionian Euroregion as well as in supporting the project officers and performing the following tasks:

- Assist the work of Project coordinators and officers of the Secretariat in performing project activities, organising related events and animating the Adriatic Ionian youth community (online) and the Adriatic Ionian youth Network (AIYN), both promoted by the AIE;
- Liaising with project partners;
- Performing communication duties (in particular on social media and campaign platforms);

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**ADRIATIC IONIAN EUROREGION - JADRANSKO JONSKA EUROREGIJA**

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- Supporting in the elaboration of project deliverables, outputs and documents;
- Assisting the financial manager in the elaboration of financial and activity reports;
- Traveling within the territories covered by the project in order to participate to project activities;
- Participate in project meetings / events, including virtual meetings;
- Assisting the translation of documents both in Italian and English.

#### Knowledge, experience, interests & skills

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- EU citizenship;
- University education;
- Fluency in English and Italian is an essential prerequisite;
- Knowledge of territorial cooperation processes and of the functioning of territorial cooperation programmes is considered an asset;
- Previous experience of collaboration with local and regional authorities will be especially valued;
- Interest in one or several of the thematic fields covered by the Adriatic Ionian Euroregion (see the website: [www.adriaticionianeuroregion.eu](http://www.adriaticionianeuroregion.eu)) will be an asset as well;
- Strong interpersonal skills, diplomacy, resilience, autonomy and sense of responsibility in task delivery, dynamism and high predisposition for teamwork in a multicultural environment;

#### How to apply

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Please send your CV (no more than 2 pages) and a cover letter (1 page) in English before 30 April 2022 to the following email address: [secretariat@adriaticionianeuroregion.eu](mailto:secretariat@adriaticionianeuroregion.eu). Compulsory subject of the e-mail: “Application for the selection of a Project Assistant for European Projects”.

Please note that only short-listed candidates will be contacted for the interviews.

#### Contact

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For more information, please contact the AIE Secretariat: [secretariat@adriaticionianeuroregion.eu](mailto:secretariat@adriaticionianeuroregion.eu)  
[www.adriaticionianeuroregion.eu](http://www.adriaticionianeuroregion.eu)

#### Disclaimer

Due to the current health crisis and restrictive measures, all or part of the work may take place through remote working.