

UBC is recruiting a Project Coordinator

Union of the Baltic Cities (UBC) is the leading network of cities in the Baltic Sea Region with Member Cities from Denmark, Estonia, Finland, Germany, Latvia, Lithuania, Norway, Poland and Sweden. Founded in 1991 in Gdańsk, UBC is a voluntary, proactive network mobilizing the shared potential of its member cities.

UBC works through eight Commissions: Cultural Cities, Inclusive and Healthy Cities, Learning Cities, Planning Cities, Safe Cities, Smart and Prospering Cities, Sustainable Cities, and Youthful Cities.

The UBC and its Member Cities work in close cooperation with other partners and participate actively for the implementation of regional strategies, notably the European Union Strategy for the Baltic Sea Region EUSBSR.

For more information about UBC, please visit our home page: <https://www.ubc.net/>.

We are currently looking for an enthusiastic and experienced expert to strengthen our team as a Project Coordinator within the Interreg South Baltic co-funded project MariEx - Creating new Maritime Experience Points and marketing narratives for land tourists to renew the maritime destination profile of the South Baltic area, nr STHB.03.01-IP.01-0015/23 focused on creating new kinds of maritime experience points (MEPs), and to take them up into the “narratives” of the touristic marketing towards holiday tourists staying at the coast or in its hinterlands. Thus, the authentic maritime character of the South Baltic area as holiday destination will be safeguarded and further promoted, for the benefit of the attractiveness of both seaside resorts and hinterland locations.

Responsibilities

- coordinating the tasks assigned to the UBC according to the Project Work Plan;
- promotion of a wider involvement and participation in the implementation of Project’s solutions among UBC network and beyond
- participating and co-organizing thematic workshops and events
- participating in Project Partners meetings and keeping regular contact with all project partners;
- tasks related to project reporting;
- supporting communications of the Project and coordinating dissemination of results;
- other administrative tasks connected to the Project
- flexible working schedule is mandatory;

Qualifications and experience

- Higher education, preferably background in International Relations
- At least 5 years of experience in European projects
- Experience in coordinating projects in the field of BOATING, especially in the Baltic Sea Region
- Experience in marketing and destination management
- Experience in reporting of Interreg Projects, especially projects founded by Interreg South Baltic Programme
- Documented knowledge of English (preferably CPE certificate)
- Experience in event organization/moderation

Terms of appointment

The selected candidate is expected to start preferably on 1st October 2024. The appointment is planned to be part-time (preferably 1/3) for the duration of the project (01.10.2024 -31.05.2027).

How to apply?

Applicants with the required expertise and personal qualities are invited to submit their application (consisting of a CV and a short motivation letter) via e-mail to UBC Secretariat info@ubc.net no later than 20 September 2024. Please write "Project Coordinator" in the subject field of the message.

The interviews will tentatively take place on 26th September 2024 in person in Gdańsk.