

VACANCY – OPERATIONS MANAGER

[REMOTE]

EDUXO – European Network for Democracy & Equality – is seeking a highly organised, proactive, and reliable **Operations Manager** to oversee internal processes, ensure organisational efficiency, and support the coordination of our fast-growing European NGO.

This volunteer role is essential for strengthening EDUXO's structure, workflows, compliance, and day-to-day functioning across teams.

◆ **Role Purpose**

The Operations Manager ensures that EDUXO's internal systems, procedures, and coordination mechanisms run smoothly.

You will work closely with the President, HR, Finance, Membership, Communications, Events, and Specialist teams, acting as the backbone of the organisation's operations.

Your work will directly support EDUXO's stability, growth, and long-term impact.

◆ **Key Responsibilities**

As Operations Manager, you will:

- Oversee and improve internal workflows, operational procedures, and coordination systems
- Manage daily operations and ensure smooth cross-team communication
- Maintain organisational documentation, internal guidelines, and compliance processes
- Support project management for internal and external activities
- Coordinate deadlines, action plans, and follow-up systems across teams
- Assist with onboarding processes and operational integration of new volunteers
- Ensure proper use of Drive, Teams, calendars, and shared organisational tools
- Oversee internal reporting processes and periodic organisational reviews
- Support administrative tasks (documents, forms, templates, legal guidelines)
- Help ensure GDPR compliance and safe internal data management
- Provide operational support to Leadership and Specialist teams
- Participate in coordination meetings and organisation-wide planning

◆ **Examples of Tasks**

Depending on availability and cycles:

- Creating and updating SOPs (Standard Operating Procedures)
- Improving folder structures, document templates, and checklists
- Mapping workflows for campaigns (Loveducation, YouthPowerEU, Art4Love)

- Coordinating cross-team deadlines
- Supporting HR and Membership with operational needs
- Managing shared resource libraries and internal communication hubs
- Creating operational dashboards or trackers
- Preparing internal briefings or documentation

◆ Requirements

We are looking for someone who brings:

- Strong organisational, project management, and problem-solving skills
- Attention to detail and capacity to manage multiple priorities
- Ability to create structure, simplify processes, and optimise workflows
- Excellent communication and coordination skills
- Familiarity with organisational systems (Drive, Teams, shared calendars – training provided if needed)
- Ability to work collaboratively and cross-functionally
- Reliability, discretion, and professionalism
- Motivation to support a youth-led, feminist, intersectional NGO
- Knowledge of English required (Italian/French are a plus)

Experience in operations, project management, administration, or organisational development is an asset, but not mandatory.

◆ What We Offer

As part of EDUXO, you will benefit from:

- **Opportunity to play a central, strategic role in a fast-growing European NGO**
- **Direct engagement with EU institutions and networks**
- **A volunteering / pro-bono international contract**
- **Fully remote collaboration**, with in-person opportunities in Brussels
- **Possibility to receive the EDUXO Badge as an Interest Group Representative** to EU institutions
- **Flexible working time** and autonomy in planning your workload
- **Career Desk support with an HR expert**
- **Free psychological support**
- **Access to international high-level and networking events**
- **Monthly internal trainings** and opportunities to grow in operations, PM, and organisational development
- **A meaningful role in a youth-led NGO shaping change in Europe**
- **An international, feminist, inclusive, supportive community**
- **Insurance coverage** during in-person volunteering activities
- As a member, **you can apply for governance roles and participate in decision-making processes**

◆ Conditions

- **Volunteer position (unpaid)**
- Fully remote
- Flexible schedule
- Recommended involvement: **5 hours/week**

◆ How to Apply

Send your:

- CV
- Short motivation statement (max. 1 page)

to **risorseumane@eduxo.it**

Subject: **Operations Manager – Application – Your Name**

Applications are reviewed on a rolling basis.