

[JOIN OUR BOARD](#)

Director of Projects & Membership

Position	Director of Projects & Membership
Board status	Board Member
Time commitment	Approx. 6-8 hours per week
Location	Europe / Remote, with occasional in-person activities
Application deadline	14 October 2026 - applications reviewed on a rolling basis

Eduxo.eu is looking for a **Director of Projects & Membership** to join its Board and lead the organisation's project coordination, membership development and community engagement across Europe.

About Eduxo.eu

Eduxo.eu is a European youth-led organisation working at the intersection of democracy, equality, education, youth participation and European cooperation. Through European projects, advocacy, leadership programmes, trainings, campaigns and community initiatives, we create opportunities for young people to shape a more inclusive and participatory Europe.

The role

- Lead the overall coordination and monitoring of Eduxo.eu's European and organisational projects, ensuring quality, consistency and timely implementation.
- Support project teams in translating funded proposals and organisational priorities into clear workplans, responsibilities, timelines and deliverables.
- Monitor project milestones, deadlines, activities and outputs, identifying risks and supporting teams in resolving implementation challenges.
- Strengthen project management processes, templates and internal systems across the organisation.
- Coordinate with project managers, partners and Board members to ensure effective information flow and alignment across initiatives.
- Support the development of new European project opportunities, including concept development, consortium building and proposal preparation.
- Lead Eduxo.eu's membership strategy, including recruitment, onboarding, engagement, retention and community development.
- Develop opportunities for members to participate meaningfully in projects, events, advocacy initiatives, trainings and organisational life.
- Improve the membership journey, from first contact and onboarding to long-term engagement and leadership opportunities.
- Monitor membership participation and feedback and use insights to improve Eduxo.eu's community offer.
- Work closely with the Directors responsible for Operations, Communications, Partnerships and Events to connect members with relevant organisational opportunities.
- Participate actively in Board meetings and contribute to Eduxo.eu's strategy, governance and organisational development.

Who we are looking for

- Experience in project management, programme coordination, European projects, membership organisations, community management or youth organisations.
- Strong organisational and coordination skills, with the ability to manage multiple projects, deadlines and stakeholders simultaneously.
- Experience translating strategic or funded-project objectives into practical workplans, responsibilities and deliverables.
- Strong interpersonal skills and an ability to build supportive, inclusive and engaging communities.
- Comfort working with international and remote teams, volunteers, partners and project contributors.
- Understanding of European programmes and funding frameworks, particularly Erasmus+ and/or European youth projects, is a strong asset.
- Experience with membership development, volunteer engagement, onboarding or community-building processes is welcome.
- A combination of strategic thinking, attention to detail and a hands-on approach to implementation.
- Interest in European affairs, civil society, democracy, equality, education and youth participation.
- A proactive, reliable and ownership-oriented working style.
- Excellent command of English; additional European languages are an asset.

What you will gain

- Meaningful Board-level leadership and governance experience in a growing European organisation.
- The opportunity to shape how Eduxo.eu manages its projects and develops its European membership community.
- Hands-on exposure to European projects, partnerships, funding programmes, advocacy, events and youth participation initiatives.
- The opportunity to work closely with international project partners and contribute to the development of future European initiatives.
- A European network across civil society, institutions, academia and mission-driven organisations.

How to apply

Please send your application to isabella@eduxo.eu with the role title in the email subject line.

- Your CV or LinkedIn profile.
- A short motivation explaining why you would like to join Eduxo.eu and what you would bring to the role.
- Your expected availability and current location / time zone.

Deadline: 14 October 2026. Applications will be reviewed on a rolling basis, and interviews may be scheduled before the deadline. Early applications are therefore encouraged.

Help us turn European projects into meaningful opportunities and build a community where members can actively shape Eduxo.eu's impact.