

Space Applications Services NV/SA is a dynamic international company with 30 years experience in performing and supporting system and software engineering for the European Space Agency (ESA), National Space Agencies and the aerospace industry.

We work on international manned & unmanned spacecraft programmes, earth observation, science, exploration, communications and related technology development.

We are looking for a:

## ESERO & European STEM Education Projects Coordinator (M/F) (EPC-SERV-TR-2017-11-ESTEC-002)

The successful candidate will be based at ESA/ESTEC in Noordwijk, The Netherlands. The European Space Education Resource Office (ESERO) project is ESA's main way of supporting the primary and secondary education community in Europe. ESERO uses space related themes and the genuine fascination felt by young people for space to enhance school pupils' literacy and competence in STEM-related subjects. The ESERO project also highlights the associated applications from space and raises awareness of the large range of career prospects in the space domain.

### Tasks and Responsibilities

The main responsibility of the successful candidate will be to coordinate the European Space Education Resource Office (ESERO) network for the primary and secondary education communities in ESA's Member States, both from the project coordination and scientific education points of view.

- Ensuring the proper transfer of ESA technical and scientific know-how for educational purposes, the the ESERO network; to this end, liaise with ESA scientific and technical experts for fact and information finding
- Monitoring the opportunities and themes arising from the activities of ESA's space programmes to facilitate their incorporation into the ESERO activities
- Monitoring, advising, and providing feedback to the ESERO network on the relevance and sustainability of ESERO deliverables from the point of view of their scientific/technical accuracy; facilitating the ESERO access to ESA experts
- Coordinating and monitoring the implementation of all ESERO contracts; in particular acting as the main contact point for the ESERO Project Managers, following-up deliverables, reporting and invoicing
- Organising regular process meetings with each ESERO Office and related stakeholders/national partners, as well as annual workshops with all ESERO managers
- Coordinating the enlargement and evolution of the ESERO network to other Member States; in particular supporting dialogue and discussions with national stakeholders, proposals evaluation, contract negotiations and set-up phase
- Maintaining a thorough level of knowledge about all ESERO activities, including awareness-raising, teacher training and classroom support activities; in particular participating in events and training courses around Europe
- In accordance with the demand and opportunities identified by the ESEROs, proposing ways to make ESA content accessible to education providers, in such a way that it can be adapted by them into their own particular delivery mechanisms
- Coordinating the evaluation of ESERO activities against Key Performance indicators
- Ensuring the promotion of ESERO activities through outreach channels and the compliance of ESERO activities with outreach guidelines
- Responding to the direct contacts and requests from education stakeholders in ESA Member States.

### Qualifications and Experience

- A Master's Degree in a STEM discipline (Science, Technology, Engineering, Mathematics) or equivalent, experience in the space and education fields, and specific experience in project coordination
- Experience in international environments, project management, active STEM teaching and communication
- Capability of establishing and maintaining high level interfaces within and outside the Agency
- Autonomy in the execution of tasks and ability to manage their workload, identifying priorities and strategic actions; ability to cope with pressure, meet deadlines and deliver on time.

### Candidates will have the following skills

- Ability to synthesise, summarise and draw conclusions
- Ability to deal with confidential matters correctly
- Ability to work in distributed international teams
- Fluency in English (written and spoken), knowledge of another Member State language is an asset
- Good communication skills (written and spoken); public speaking.

### What Do We Offer?

- Working in a growing company, with offices located in Belgium, the Netherlands and the USA
- A professional, pleasant atmosphere with motivated staff, where autonomy and initiatives are encouraged
- An interesting remuneration package with a relocation allowance, if applicable
- A full time employment position.

Preference will be given to candidates eligible to work in the European Union or in possession of a European Blue Card for two or more years. We are looking for someone to start as of **2<sup>nd</sup> January 2018**.

### How To Apply?

- Click on the "Apply" link for this position on our website: <http://www.spaceapplications.com/careers/>.
  - Include your CV and Motivation Letter (both in English) and send to [jobs@spaceapplications.com](mailto:jobs@spaceapplications.com).
- For this position the contact person is Mr. Olivier Lamborelle.** The application deadline is **10<sup>th</sup> December 2017**.

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