



## JOB OFFER – PROJECT MANAGER

The **International Social Tourism Organisation (ISTO)** is an international non-profit making association which mission is to promote everyone's access to leisure, holidays and tourism.

### Project summary

Following a call for proposals launched by the European Commission in the framework of the Calypso project, ISTO and a group of partners have been chosen to realise a web platform aiming at facilitating trans-national tourism exchanges by matching supply with demand. In this context, ISTO is recruiting a **project manager with strong promotional and interpersonal skills** who will be in charge of the general coordination of the project and its implementation.

### Main tasks:

- Coordinate the work of the consortium members, lead the coordination committee and working groups, and manage the follow-up on actions and tasks to implement.
- Create and follow the realisation of the communication tools of the project.
- Promote the platform towards tourism stakeholders:
  - communicate with members of the consortium
  - inform ISTO members and partners in cooperation with the organisation's public relations manager
  - inform other stakeholders potentially interested in the platform
  - develop a promotional campaign and a press kit
  - represent the platform at national or European tourism-related events
- Identify and recruit, according to the specifications to be defined, operators (for the supply) and intermediate bodies (for the demand) interested in joining the platform and create a database for all bodies.
- Commercialise the platform towards public and private bodies potentially interested, in exchange for visibility (sponsoring).
- Follow the impact of the actions of communication undertaken to evaluate their effectiveness and relevance.
- Prepare interim reports and the final report for the European Commission.

**Specific requirements:**

- Strong experience in leading promotional actions (min 3 years).
- Good experience in managing European projects – European institutions (around 3 years)
- Good knowledge of the tourism sector at the European level.
- Ability to work in an international environment and communicate in French and English (advanced level). A third language is an asset.
- Good knowledge of MS Office suite applications and internet (CMS, email campaigns) and knowledge on web development
- Demonstrate a strong ability to work in a methodical way, to multitask and to be flexible.

**Conditions:**

- Location: ISTO headquarters in Brussels
- Full time job (37.5 hours / week)
- Fixed term contract for 13 months (with possible extension)
- Competitive salary and benefits (luncheon vouchers, public transportation)
- Starting date: 1<sup>st</sup> June 2012

***Candidates will send their curriculum vitae and cover letter  
by 30<sup>th</sup> April 2012 at the latest***

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***Only successful candidates will be contacted for an interview that will take place during  
the week starting on 7<sup>th</sup> May.***