

Analyst & Project Coordinator – Green Europe

We are looking for a new colleague to join the **Green Europe programme** of our team in the Prague Office. The successful candidate will combine **research and analytical work with project coordination and organisational support**. The role will contribute to EUROPEUM's work on the green transition, including topics such as decarbonisation, the transformation of the automotive industry, sustainable mobility, ETS2 and the social impacts of climate policies.

The exact balance between research and project coordination can be adjusted according to the experience, skills and interests of the successful candidate.

We are looking for someone with a strong interest in the topics, good analytical and organisational skills, and the motivation to develop further within the role. The position is also open to junior candidates and recent graduates.

Key Responsibilities

Research and analysis

- Conducting desk research and collecting and analysing relevant information and data;
- Contributing to research conducted within the Green Europe programme in cooperation with other analysts and researchers;
- Supporting the preparation of policy papers, analyses, briefings and other research outputs;
- Monitoring relevant developments in Czech and European climate, energy, transport and industrial policy;
- Contributing to EUROPEUM's research on topics including **decarbonisation and the green transition, the transformation of the automotive industry, electromobility and sustainable transport, ETS2 and the social impacts of climate policies**;

Project coordination and organisational support

- Supporting the planning and organisation of project activities, including workshops, roundtables, expert meetings and other events;
- Coordinating organisational preparations with EUROPEUM's Events and Communications teams;
- Monitoring project activities, outputs, deliverables and deadlines;
- Maintaining relevant project documentation and records;
- Collecting and preparing information and supporting documentation for project reporting;
- Supporting the preparation of narrative and other project reports;
- Communicating and coordinating with external experts, project partners and other stakeholders where relevant;
- Providing other organisational and project-management support necessary for the successful implementation of Green Europe projects.

The final scope of responsibilities will be agreed with the successful candidate. Depending on their profile and experience, the role may have a stronger **research and analytical focus** or include a larger **project coordination component**.

What We Require

- A university degree, or a degree currently being completed, ideally in European studies, international relations, political science, economics, public policy, environmental studies or another relevant field;
- An interest in European and Czech climate, energy, transport and/or industrial policy and the broader green transition;
- Very good command of written and spoken English; Czech or Slovak language
- Ability to work with research and policy sources and turn information into clear and structured outputs;
- Good organisational and time-management skills;
- Ability to work independently, meet deadlines and take responsibility for assigned tasks;
- Willingness to combine analytical work with the practical implementation of projects;
- Ability to work effectively as part of a team.

We welcome applications from candidates with different levels of professional experience, including recent graduates and junior candidates. Previous experience with policy research, EU or internationally funded projects, event organisation, or climate and energy policy is an advantage.

What We Offer

- An opportunity to join a leading Czech think tank with a strong presence at the European level;
- Substantive involvement in research and policy discussions on some of the key issues shaping the Czech Republic and the European Union;
- A role combining analytical work with practical experience in the implementation of internationally funded projects;
- The possibility to shape the role according to your experience and professional interests, with the potential to develop further towards either research or project coordination;
- Close cooperation with experienced analysts within the Green Europe programme and colleagues across EUROPEUM;
- Opportunities for professional development and gradually taking on greater responsibility;
- Opportunities to build a professional network with Czech and European experts, institutions, public authorities, private-sector stakeholders and partner organisations;
- Flexible working arrangements, including partial remote work and flexible working hours;
- An office in the centre of Prague;
- **Monthly remuneration of CZK 40,000–50,000**, depending on the experience of the successful candidate and the final scope of the role;
- Preferred starting date **October 2026**, although the exact starting date is flexible and can be agreed with the successful candidate.

Please send your **CV and a short motivation letter in English** to jobs@europeum.org

Please write **“Analyst & Project Coordinator – Green Europe”** as the subject of your email.

Applications will be reviewed on a rolling basis. EUROPEUM reserves the right to select a successful candidate before the formal end of the recruitment process based on applications received.

EUROPEUM Institute for European Policy is a non-profit, non-partisan and independent think tank focusing on European integration and cohesion. **EUROPEUM** contributes to democracy, security, stability, freedom and solidarity across Europe and to the active engagement of the Czech Republic in the European Union. **EUROPEUM** undertakes original research, organises public and expert events, engages in advocacy activities and implements international projects in cooperation with partners across Europe.
