

PROJECT MANAGER

The European Federation of Hard of Hearing People (EFHOH) is looking for a Project Manager!

Position: Project Manager

Contract: Full-Time (1 year contract – renewable)

Workplace: EFHOH Office in Brussels, BE

Salary: Depending on qualifications and experience

Are you passionate to advance disability rights in Europe? Do you have experience in working in NGOs and implementing European projects? Then join EFHOH and contribute to amplifying the voice of hard of hearing citizens in the European Union.

The European Federation of Hard of Hearing People is looking for a Project Manager to start as soon as possible, one who understands the European non-profit sector and has knowledge of supporting persons with disabilities. The position holder will be responsible for managing the activities of the secretariat team, ensuring that the operational project runs smoothly and that activities are delivered in due time.

Your mission:

Under the guidance and in cooperation with the President and the Board you will lead our Secretariat in Brussels:

- Implement European operational project in the field of disability inclusion, which implies:

- Managing the day-to-day activities, ensuring that all the deliverables are ready on time and with the expected quality.
- Leading the office and training our small team.
- Ensuring the financial management of the EU projects and their sound budgets.
- Managing relations with members and partners.
- Preparing communication content and designing a dissemination strategy in the framework of the EU projects.

- Support the drafting of projects and EU funding for EFHOH with the rest of the team and members:

- Identifying EU, national and private funding programmes and opportunities with the EFHOH strategy.
- Answering relevant calls for proposals and tenders.
- Bridging funding opportunities with members' and the network's strategy.

- Support the Board and team in other activities: as a small team, we are all hands-on. Other tasks may imply (not exhaustive list):

- Follow-up on policy areas connected to our core activities.
- Organising events.
- Some overall communication actions.
- You will oversee tasks related to the functioning of the EFHOH (working groups, organisation of meetings of the General Assembly...).

Candidate profile:

You are a motivated, proactive person, enthusiastic about working in a small team, in international environment. You have excellent organisational and project implementation skills. You can handle multiple activities and projects simultaneously. You work accurately, efficiently and autonomously, also in tight time constraints. You can communicate verbally and in writing with a wide range of audiences, including senior public officials.

More specifically, you:

- Have 3 to 5 years experience in project management related to non-profit organisations, with proven track record of successfully managing European projects.
- Hold strong passion for promoting the rights and equal access of persons with disabilities.
- Are familiar with financial management, bookkeeping, financial reporting and auditing.
- Have excellent organisational skills, with accuracy and attention to detail.
- Have excellent communications skills.
- Are fluent in English. Knowledge of other languages (especially French or Dutch) is a plus.
- You will be required to travel across Europe occasionally.
- You live in Belgium.
- Have valid Belgian work permit (if not an EU citizen).

Application

Please send your candidature to office@efhoh.org with the subject **Project Manager 2026 + your name** and the following documents:

- Your CV (max. 2 pages).
- A one-page motivation letter explaining how you meet the candidate profile.

Deadline for applications: **09 June 2026**

Only shortlisted candidates will be notified within one week after the application deadline to schedule an interview.

We are proud to be an equal opportunity employer committed to diversity, equity, and inclusion in the workplace. We welcome and encourage applications from all qualified candidates regardless of gender, age, disability, ethnicity, religion, sexual orientation, or social background. Persons with disabilities, including individuals with hearing loss, are especially encouraged to apply. We are dedicated to fostering an accessible, respectful, and supportive working environment where everyone can thrive and contribute meaningfully to our mission.

About EFHOH:

The European Federation of Hard of Hearing People (EFHOH) is a non-profit organisation that represents the interests of more than 59 million hard of hearing people in Europe. EFHOH works to improve the quality of life for hard of hearing people by advocating for their rights and promoting equal opportunities in all areas of life. EFHOH is active in the fields of accessibility, education, employment, and social inclusion.