

The European Space Policy Institute (ESPI), the leading European think-tank on space, is looking to employ an **Education Officer** at the premises of the Institute in Vienna (on-site), starting in **Q2 2025**.

About the role

Space is undergoing a transformative change in market dynamics, technology developments, and policy implications. Unlocking the full potential of this unfolding revolution and ensuring Europe's long-term capacity to benefit from it requires a strong education ecosystem able to nurture and retain talent and a skilled workforce. Understanding this, education is a cornerstone of ESPI's mission, reinforced in our strategic agenda as defined in the **ESPI2040** vision.

This position is a part of ESPI's **Communications and Engagement team**, strengthening ESPI's impact and aiming to fostering the adaptation of the European space education system to the rapidly changing needs of the space sector and its integration into other sectors and policies.

In this position, you will be joining a team with varied backgrounds and strong appreciation of impact-driven objectives, paired with a commitment to rigour and continuous learning.

Can you read beyond the job description? Are you driven by purpose and thrive in a pool of bright young minds? Do you cherish independence and can you stand up in open debate and advocate for impact? Can you build bridges in complex spheres of influence and power? Are you inspired by space? **As the Education Officer at ESPI you will be primarily tasked with:**

- Shaping the evolution of ESPI's education activities to drive greater impact;
- Working with ESPI Management on improving ESPI's education strategy;
- Planning & organisation of ESPI EDU events in various formats (e.g. lectures, training schools, seminars); including in coordination with external partners and internal teams;
- End-to-end organisation of ESPI's flagship annual education event, the ESPI Summer School on Space Policy, in synergy with the broader ESPI programme team;
- Implementation and support to other ESPI's education end engagement initiatives (e.g. VSD, NEST, Inter-reg. dialogues, ESPI presence in Brussels, external events, Alumni network, relations with ESPI members and partners);
- Continuous team-wide interaction and coordination of ongoing activities, including through ESPI's Education Tracker;
- Monitoring and evaluating ESPI's Education tracker and impact indicators;



Qualifications

- At least 3 years of relevant work experience and track record (e.g. event organisation, training programme production, project management, partner relations, education activities, outreach)
- A university degree that relates to the Institute's work and mission (e.g. Economics, Law, Political Science, Business, Data Science, Technology & Innovation);
- Strong sense of ownership of initiatives, with creative and impact-oriented thinking, stress-resistant attitude and attention to detail;
- Excellent organisational and representation skills, coupled with inter-cultural competence and self-starting mindset;
- Flexibility and adaptability to changing situations, with ability to multi-task;
- Excellent command of English, written and oral, with proficiency in other languages considered as an asset;
- Knowledge of the space sector and prior experience in education activities would be also considered as an asset.

Application Process

We accept applications by **EU/EEA citizens as well as non-EU citizens**. To apply for this position, please send:

- a copy of your CV in .pdf format,
- a motivation letter in .pdf format,

to vacancies@espi.or.at with the subject: "ESPI Education Officer" **before 23 May 2025, 23:59 CEST**. Please do not submit educational records or certificates at this stage.

The position is full-time (40 hrs/week) with flexible working conditions. The advertised salary is in the range of **€ 50,000 – € 55,000 gross per year** (paid 14 times a year). In expectation of ESPI acquiring the status of a *Quasi-International Organisation* (QIO) later in 2025, under the provisions of QIO the salary of ESPI employees will be exempt from tax. An additional bonus payment is subject to the Management's decision and the Institute's overall performance.

Why work with us? Read more about benefits of working at ESPI [here](#).