

Programs Associate, Europe (Part-Time, Remote)

Position: Programs Associate consultant

Reports to: Director, Europe Hub

Location: Remote (Europe-based preferred)

Time commitment: Part-time, 25 hours per week

Duration: 3 months, with a possibility of extension

About the GivingTuesday Europe Hub

The Europe Hub is GivingTuesday's fifth regional hub, coordinating and amplifying efforts to unleash the power of radical generosity across the continent. Through partnerships, data initiatives, and thought leadership, the Hub works toward a Europe where generosity is recognised and practiced as a civic force.

Role Summary

The GivingTuesday Europe Hub seeks a proactive and detail-oriented Programs Associate to support the coordination and implementation of its core program areas: data, partnerships, and thought leadership. The Programs Associate will ensure smooth coordination across initiatives, support partner and stakeholder engagement, and contribute to high-quality communication and documentation. The role also includes providing organisational support for the Europe Hub's day-to-day operations, including scheduling, internal coordination, and maintaining systems that ensure the Hub runs efficiently and collaboratively.

Key Responsibilities

Data

The Europe Hub leads data initiatives to understand how generosity manifests across different contexts and what it enables or amplifies within communities and societies.

- Coordinate communication with data partners, researchers, and collaborators involved in Hub-led projects.
- Support the collection, organisation, and documentation of generosity-related data across Europe.
- Maintain trackers, databases, and shared resources to ensure information remains accurate and accessible.
- Contribute to the analysis and presentation of findings that inform the Hub's strategic and storytelling efforts.

Partnerships

The Europe Hub forges partnerships with civil society actors, philanthropy networks, tech platforms, academia, and other ecosystem players to unlock shared opportunities, strengthen infrastructure, and accelerate the reach and impact of generosity across the region.

- Drive the coordination and management of partnerships, ensuring effective communication, follow-up, and alignment with shared goals.
- Plan and facilitate partnership meetings, including agenda preparation, documentation, and follow-up on agreed actions.
- Identify and pursue potential partners, funders, and collaboration opportunities aligned with the Hub's priorities.
- Develop and refine concept notes, proposals, and partnership materials in collaboration with the team.
- Oversee the maintenance of partner engagement records and ensure relationship data is up to date and actionable.

Thought Leadership

The Europe Hub develops thought leadership to elevate generosity in public discourse, connect it to wider conversations in philanthropy and civic life, and inspire others to act generously.

- Lead the creation and adaptation of content such as blogs, newsletters, reports, presentations that highlight the Hub's work and insights.
- Capture and curate stories, data points, and learnings from across the network to inform external communications and thought pieces.
- Plan and coordinate webinars, panel discussions, and conferences that position the Hub as a thought leader on generosity.
- Identify and leverage strategic opportunities to feature the Hub's work and promote generosity as a civic force across relevant platforms and networks.

Organisational and Operational Support

- Provide day-to-day operational support for the Europe Hub, including scheduling, coordination, and maintaining documentation and shared systems.
- Support project management by tracking progress across program areas and ensuring deliverables are met.

- Assist with internal communication, reporting, and knowledge management processes.
- Contribute to overall operational efficiency and collaboration within the Europe Hub team.

Skills and Qualifications

- Two to five years of experience in program coordination, civil society, philanthropy, or related fields.
- Strong organisational and project management skills with attention to detail.
- Excellent written and verbal communication skills in English; additional European languages are an asset.
- Comfortable engaging with diverse stakeholders and coordinating across multiple contexts.
- Proficiency with digital collaboration tools such as Google Workspace, Zoom, Slack, and Trello or Asana.
- Ability to work independently, prioritise tasks, and manage multiple deadlines.
- Interest in generosity, philanthropy, civic engagement, or social innovation.

What We Offer

- A flexible, remote work environment based in European time zones.
- An opportunity to collaborate with a diverse and inspiring network of partners and allies across Europe and globally.
- The chance to contribute to a growing, values-driven initiative that positions generosity as a civic and social force.
- Part-time contract (25 hours per week) for an initial period of 3 months, with the possibility of extension based on performance and program needs.

To apply: Please submit your CV and cover letter to europe@givingtuesday.org. We want to hear from you, in your own words. Submissions that reflect your personal perspective will stand out more than those written by AI tools.

Please note that this is a consultant role and that the contract will be with GivingTuesday, a US 501(c)(3) organization.