

## Nodibinājums

### Nodibinājums Liepāja 2027

Rožu iela 6, Liepāja, LV-3401, reģ.nr. 40008325039, tālr. +371 20 272 277, birojs@liepaja2027.lv, www.liepaja2027.lv

### The Foundation “Liepāja 2027 Foundation” WE ARE HIRING

#### Public Participation Project Manager

Workplace: Liepāja, Dārza iela 4/8

Form of Work: In-person

Start Date: March 2025

Workload: Full-time, Indefinite contract (until the end of 2027)

Full-time salary: EUR 1800 (gross)

#### Main Responsibilities:

- Lead and oversee community involvement in programme projects by developing and implementing an action plan.
- Coordinate community outreach and engagement activities for Liepāja 2027.
- Foster and maintain collaboration with local communities, NGOs, state and municipal institutions, and other stakeholders within your scope of competence.
- Organise initiatives aimed at audience development and improving accessibility.
- Monitor public participation trends in Latvia and abroad, analysing developments to enhance public participation processes for the Foundation Liepāja 2027.
- Ensure timely delivery of tasks within assigned responsibilities.
- Contribute to drafting decisions and documents related to public participation projects.

#### Required Education:

A higher academic degree or second-level professional qualification in social sciences, along with any specialized training or certifications relevant to the position.

#### Required Knowledge and Skills:

- Understanding of the Liepāja as the European Capital of Culture 2027 project.
- Understanding of cultural activities in the public sector, including planning, project management, financial and document handling shall be considered as advantage.
- Proven ability to independently manage work processes, analyse information, and make decisions within assigned responsibilities, plan and organize the execution of work tasks, and collaboratively develop and monitor project budgets in coordination with the team.
- Capacity to prioritise, plan, and execute both long-term and short-term tasks.
- Experience in organising and implementing community engagement and public participation projects.
- Ability to build and maintain long-term relationships with diverse community groups.
- Excellent communication, presentation, and team coordination skills.
- Proficiency in managing multiple projects simultaneously.
- Experience working with diverse target audiences.
- Fluency in Latvian, strong command of English, and conversational-level Russian.

#### Required Experience:

- At least 3 years of professional experience in project management, community engagement and outreach, or similar fields.

**What We Offer:**

- The opportunity to contribute to the unique European Capital of Culture programme.
- A dynamic and engaging work environment.
- Flexibility in work planning.
- Opportunities for professional growth and development.
- The chance to collaborate on international projects with European partners.

**Application Deadline and Procedure:**

- Applications must be submitted by 9 February 2025 at 23:59 via email to [birojs@liepaja2027.lv](mailto:birojs@liepaja2027.lv). The following documents are required:
- A detailed curriculum vitae (CV).
- A cover letter (maximum 2 pages).
- Contact details of at least two referees who can provide professional references.
- Any additional documents the applicant deems relevant.

**Personal Data Usage:**

The purpose of processing your personal data is to facilitate the recruitment process and fulfil the associated rights and obligations.