

# Project Coordinator (NL)

## About BYCS

BYCS exists to get more people cycling - and to make sure the benefits reach everyone, starting with the women and children most in need. We do this because the bicycle is one of the simplest, most powerful tools we have for making cities better: improving health, equality and prosperity for all.

We work alongside communities, local leaders and city partners around the world: designing programmes, building networks, sharing our research and growing the grassroots movements that make cycling stick. For over a decade we've been showing that lasting cycling change isn't just about physical infrastructure - it's about people, culture and belonging, something we call the 'human infrastructure', and our unique approach helps that to thrive.

We're an independent NGO based in Amsterdam, in the country with the world's most cycling experience, and that independence means our energy and resources always go where they'll make the biggest difference. We work globally, but always design our work around exactly what is needed locally. Because everyone deserves the opportunity of a better future.

## The role

We're looking for a **Project Coordinator fluent in Dutch** (minimum B2 standard) to join our growing team, specifically coordinating the planning, implementation, and reporting of our active mobility projects in the Amsterdam Metropolitan area. This is a hands-on role that sits at the heart of our impact work. You'll work closely with our programmes and research teams, community partners, municipalities, and other stakeholders to ensure our projects run smoothly to meet their goals, and deliver meaningful change. This role requires a dynamic individual who thrives in a fast-paced, mission-driven environment, and is passionate about urban sustainability, cycling, and community-driven solutions.

### Overview:

- Title: Project Coordinator
- Location: Netherlands with a specific focus on Amsterdam Metropolitan area
- Hours: 4 days per week
- Travel required: Amsterdam Metropolitan area, minimum 2 days / week
- Start date: Immediate start available
- Duration: Initial 6-month contract with evaluation for 12-month continuation

## What you will do:

- Project coordination:
  - Drive communication and coordination with project partners on activities, timelines, budgets, and reporting.
  - Proactively organise and allocate resources to keep daily operations running smoothly.
  - Track project timelines and budgets closely, flagging risks and deviations early to the Programme Manager.
  - Anticipate challenges and implement practical, effective solutions to keep projects on track.
  - Coordinate day-to-day project execution, ensuring high-quality and timely delivery of all outputs.
  - Manage project logistics end-to-end, from documentation to hands-on coordination of events and site visits.
  - Capture, measure, and translate project learnings and impact into actionable insights.
- Business development:
  - Identify opportunities for follow-up projects during implementation and sharing these with the Programme Manager.
  - Support the development of compelling concept notes, proposals, and budgets for new initiatives.
- Relationship Management:
  - Support the BYCS Programme Manager to plan, deliver, and report on projects successfully.
  - Maintain regular alignment with partners to ensure project activities meet expectations.
  - Serve as the primary point of contact for partners regarding operational questions and project activities.
- Communication and Reporting:
  - Share insights, learnings and future improvements opportunities with the BYCS Programmes Team.
  - Collaborate with the BYCS Communications team to bring projects to life through detailed project communication plans.
  - Collect data and draft reports on project progress, learnings, and impact.

## Who you are

The ideal candidate will demonstrate many of the attributes below; however, we strongly encourage applications from individuals who bring a solid foundation and the ambition to grow into the position.

### Experience & Expertise:

- Minimum 2-3 years relevant project coordination working experience
- You've worked across multifunction teams and know how to make collaboration smooth and meaningful
- Resource management and ability to use project management tools
- You're familiar with the Dutch (active) mobility landscape, urban planning and civil society

### Skills & Tools:

- Strong time management skills with the ability to meet deadlines
- Able to multitask within a project setting
- Skilled at building and maintaining relationships with team members, partners, and local communities
- Able to manage own work with implementing a high attention to detail
- Confident communicator and interpersonal skills

### Personal Qualities:

- You are outgoing but approachable, who is not afraid to ask questions
- Enjoy working with people, with a strong desire to enable cities become more livable, sustainable, and equitable
- You bring positive energy, a sense of responsibility, and a love for what you do

## What we offer

- A competitive monthly salary based on your experience x 32 hours per week
- A pension plan, and net remuneration of travel costs and for bring-your-own-device
- A 4-day work week, with flexible hours and hybrid working possibilities
- Plenty of room for professional growth, learning, and trying new things
- A chance to make a real impact in an innovative, globally connected organisation
- Quarterly team events and annual outing

## What to do now

If this role fits your ambitions we would love to hear from you through the application link below. The deadline for applications is 29th May 2026, however we will be reviewing applications as they come in so please do not wait to apply.



[Apply for the role here.](#)

**Deze beschrijving is in het Engels, omdat wij een internationaal team zijn met Engels als voertaal. Voor deze mooie rol vragen we van jou dat je goed uit de voeten kunt in het Nederlands, omdat we met onze wijkaanpak in het sociale domein verandering willen maken. We zien je sollicitatie graag zo snel mogelijk tegemoet. Heb je vragen? Neem gerust contact op met Maud de Vries, [maud@bycs.org](mailto:maud@bycs.org), 06-51492843.**