

Events and Office Assistant

Vacancy Notice

Full-time permanent contract – Brussels based

About Eurochild

Eurochild is an international non-governmental organisation based in Brussels, which promotes the well-being and rights of children and young people at the European level and, through its membership, in the European countries. We are supported financially by the European Commission. In the 18 years since its establishment, Eurochild has grown into one of the most influential networks on children's rights in Europe. It has almost 200 members across 36 countries in Europe, including national coalitions of children's rights ('national partner networks') in 22 countries.

About this position

This position supports the smooth running of the Brussels-based Eurochild Secretariat and network. The Events and Office Assistant will provide logistical and administrative assistance, in particular in relation to events, office management, general administration and operations. He/she will be part of the Secretariat team, working horizontally with all team members, and in close collaboration with the Director of Operations, the Membership and Operations Officer and the Director of Finance. The position is well suited for someone who is highly organised, practical and motivated to play a supportive role in a dynamic, purpose-driven, international team.

The specific responsibilities of the Events and Office Assistant will include & relate to:-

Support organisation & management of Eurochild events

- Logistical coordination of in-person, hybrid & larger scale online events, including overseeing practical organisation, registrations, related partnerships & the allocated events budget
- Research catering and accommodation options for in-person meetings and events; make the necessary bookings; communicate and manage relationships with suppliers
- Support on administrative & logistical aspects of children's participation in events
- Follow-up of meetings and events, including related administration and communication
- Development, professionalisation & implementation of events management practices, administration & tools; building related capacity of the secretariat; update and development of Eurochild's events database
- Support overall logistical coordination of general assemblies and other flagship events
- Support in building and preparing events programmes, as required by the leading team members

Support office management & general administration / Support governance and operations

- Support office management & cultivating a positive (hybrid) office culture, including development of guides for the secretariat; maintain relationships with the building management & service providers; develop databases & improve the efficiency of related internal practices
- Carry out general administrative & office related tasks including but not limited to: order stationery and supplies; make staff travel and accommodation arrangements; filing; welcome visitors to the office; deal with telephone and e-mail enquiries; support in managing post; maintain the office space; assist in booking meeting rooms; support to financial & general administration
- Undertake other administrative or logistical tasks as support to the Executive Team, including for example scheduling, maintaining records, taking minutes at meetings, or preparing documents
- Ad hoc support to the Director of Operations or the Membership and Operations Officer in governance and operations related priorities

Support and supervision

The Events and Office Assistant will report to and be line managed by the Director of Operations. He/she will be supervised by the Director of Finance regarding financial aspects of events organisation & office management.

Candidate profile

We are looking for a candidate with:

- 1-3 years of relevant experience in a similar role
- Ability to provide 2 professional references, if selected
- Keen interest in event organisation and general administration or secretarial tasks
- Strong organisational and time management skills, ability to multitask, and high attention to detail
- Strong computer skills, especially Microsoft Word, Excel and Outlook, and a willingness to learn to use and help us update and improve Eurochild's various online tools and databases
- Strong inter-personal and communication skills
- Fluency in written & spoken English, other EU languages are an asset

In addition, it is an asset if the candidate has any of the following:

- Experience of working with or for non-governmental organisations or membership-based networks
- Experience in an international, multi-cultural environment

Conditions

- 2100-2300€ gross monthly salary depending on experience
- Benefits (13th month, lunch tickets, full hospitalisation & pension insurance)
- Location: Eurochild Secretariat, Brussels
- Preferred starting date: August 2022
- Type of contract: Full-time permanent contract
- The successful candidate must have the right to live and work in Belgium

Are you interested?

To apply:

Please complete [this online form](#) in English, add your CV (pdf) and submit.

Deadline for applications: **19th June 2022, midnight (CET)**.

Only short-listed candidates will be notified and invited to **online interviews (planned for the week of 27th June 2022)**. The successful candidate is **expected to start in August 2022**.

If you are not contacted by us by end of June, please assume you have not been selected for the interviews. We thank you for your interest in Eurochild and wish you every success in your future.

Confidentiality and privacy: All information given upon application will be treated in a confidential manner and according to [Eurochild's privacy policies](#).

Eurochild is an equal opportunity employer. We are guided by the principle of non-discrimination on any ground, and we apply such principle in our day-to-day operations and in our employment practices.