

TEAM ASSISTANT, BRUSSELS

European Friends of Armenia (EuFoA, www.eufoa.org) is an NGO, which seeks to build bridges between Europe and Armenia. We are now seeking to recruit a **Team Assistant** to assist the team in the organisation and coordination of administration duties, office procedures and communication activities

Your key responsibilities will be assisting the team in the following:

- Providing general administrative and accounting support;
- Coordinating meetings and assist the team in organising events and trips;
- Assisting in the management of human resources and legal affairs of the organisation;
- Coordinating our external services (accounting, social security, IT, cleaning services)
- Supervising and managing our network, especially maintaining contacts and organising our regular services for them;
- Managing agenda and contact management;
- Office supply purchases;
- Preparation of correspondence in English and French with institutions in Europe and Armenia;
- Organisation and assistance of the Annual General Assembly;
- Other administrative tasks;
- Assisting the Communications & Outreach Manager in communications-related tasks, such as social media and website management; production and dissemination of EuFoA's newsletters and/or bulletins; production of project deliverables, brochures and/or other promotional materials.

You will be required to have the following skills and qualities:

- Strong organisational skills, flexibility and ability to learn fast;
- Strong interpersonal skills with a good sense of humour and positive thinking;
- Language skills:
 - o fluent in English and French,
 - o knowledge of German, Armenian or Russian will be considered an asset;
- Good oral and written communication skills;
- Highly motivated, energetic and reliable;
- From 6 months to 1 year of assistance experience;
- Solid MS Office knowledge, especially Outlook and Word, but also Excel and PowerPoint;
- Sound knowledge and previous experience with CMS and other web publishing tools;
- Good image editing skills;
- Knowledge about Eastern Europe and the Caucasus is an asset but not required – the motivation and ability to learn quickly about this highly interesting region and its political context are required;
- Applicants from countries requiring work permits (Armenia, Russia, etc.) have equal opportunities if they already hold a valid work permit for Belgium.

We are offering:

- A very good working environment in a small, young, efficient and international team;
- 6-month internship under the Belgian 'Convention d'immersion professionnelle', with possibility of renewal.

Please send your application consisting of a CV (2 pages maximum) and a motivation letter in English to email address info@eufoa.org. Please include the name of the position in the subject of your email.

Job start date: ASAP