



EUROPEAN ANTI POVERTY NETWORK

Administrative assistant

‘Convention d’immersion professionnelle’

EAPN is looking to work with an enthusiastic recent graduate, in a full-time trainee position in administration. This is in the framework of the ‘Convention d’immersion professionnelle’ (see [here](#)). This is a full time role.

JOB DESCRIPTION

Main responsibility

- ▶ To support the whole team in the implementation of EAPN’s administration work, under the overall guidance of the Information and Events Officer, and working closely with most team members.

Main tasks and responsibilities

- Supporting the organisation of EAPN’s members meetings and public events: contacts with suppliers (logistics/invoicing), collecting and uploading working documents (intranet), contacts with members (registration, reimbursement), attendance-taking, minute-taking.
- Update mailing lists of contacts (internal for the network & external target audiences) to support EAPN’s dissemination plans – excel and Mailchimp platforms used.
- Administration of print media and webhosting – maintain contacts and planning with printing companies/invoicing.
- Supporting efficient administrative proposes (e.g. server updates; updating reporting documents for EAPN’s funders; ensuring EAPN’s compliance with data protection regulation).
- Supporting the daily routine of the administrative office work, if and when in the office: picking up the mail, answering the phone, etc.

PERSON SPECIFICATION

Skills and experiences

- ▶ You have studied administration and/or you have experience in the above-mentioned tasks.
- ▶ Excellent written and spoken English. French is desirable.

- ▶ Excellent computer literacy of Office Suite. Knowledge of Information and Communications Technologies and tools is desirable.
- ▶ Constructive team worker, open to perform other tasks that the daily life of an organisation entails.
- ▶ Interest in NGOs and political issues surrounding poverty, inequality and social exclusion.
- ▶ Ability to follow up on decisions.
- ▶ Ability to work as part of a multi-cultural team.

EAPN Team

The person will be part of a team of 9 (Director, Policy Coordinator, Policy Officer, Development and Participation Officer, Information and Events Officer, Communications Officer, Finance Manager, Office Manager).

Contract/Working Hours

This is a full-time role from April/May 2021 until the end of 2021.

Remuneration Package

- ▶ The person will be under a 'CIP' contract under Belgian law, paid at 812.90 € per month (for those not residing in Belgium there is the possibility of a supplement to the salary in the frame of the Horizon 2020 project)
- ▶ For those residing in Belgium, we will reimburse 100 % of the public transport travel costs within the Brussels region and give a meal allowance of 5.91 € per day

If you are interested, please send a cover letter, setting out why you are suitable for this role, (not more than one page please!) with your CV to rebecca.lee@eapn.eu, Information & Events Officer, not later than **9 April 2021**.

In the subject of your email, please include the title of the role and where you heard about this role. (Online) Interviews will be held in the week of 19 April 2021, with an aim for the selected candidate to start as soon as possible.