

ADMIN & COMMUNICATIONS INTERN

Reporting to: Eurodad Head of Operations & Eurodad Communications Manager

About Eurodad: Eurodad (the European Network on Debt and Development) is a network of 59 civil society organisations (CSOs) from 28 European countries, advocating for democratically controlled, gender-just and human rights-based financial and economic systems. With an excellent track-record in achieving change, Eurodad is a progressive and open-minded employer, mindful of the well-being of its employees.

For more information about Eurodad and our most recent work, visit our website: www.eurodad.org and subscribe to our Development Finance Watch newsletter for further information.

Role Purpose:

In this internship position you will help ensure that the essential activities required by our growing multinational team are carried out effectively and efficiently. Committed to supporting the cause of social and economic justice, you will assist Eurodad's operations and communications teams in their key functions. This will include output production support, events & travel arrangements, general office management, project management, grants administration, database maintenance & archiving. To ensure we continue to meet the highest standards, we are committed to training and personal development of all our staff.

Key contacts: Eurodad colleagues, Eurodad members and allies, funders and providers

Contract & location: Brussels-based, six-month remunerated internship contract (Convention d'Immersion Professionnelle) (once renewable, depending on performance and employment history of selected candidate).

Attractive benefits package including additional days leave, complementary Hospitalisation, Ambulatory and Dental insurance (DKV), meal, eco, gift and culture-vouchers, working from home allowance, public transport allowance, travel insurance and contribution to a private pension plan.

JOB DESCRIPTION

A. EVENTS, TRAVEL, OFFICE MANAGEMENT

Meetings and Events Coordination

1. Organise webinars, meetings, events and conferences: find and book venues, liaise with relevant suppliers, track budgets and, if necessary, take notes and document the event by taking pictures etc.
2. Organise internal meetings (board meetings and team meetings): book and set up rooms and logistics, support note taking & documentation of the event outcomes.
3. Support the organisation of the Eurodad International conference as required.

Travel arrangements (if applicable - pending easing of Covid-19 restrictions)

1. Book transportation and accommodation for staff members going abroad and for partners attending meetings or Eurodad's events in Europe.
2. Verify and file supporting documents ensuring compliance with Eurodad's procurement policies and donors' requirements.
3. Coordinate visa and insurance arrangements where necessary.

Office Management

1. Support efficient office functioning, including online & offline filing, managing the post and answering general external queries.
2. Manage office equipment including IT, documentation, supplies and space: check that everything runs fine and resources are not wasted. Look for alternative solutions and suppliers when necessary, according to Eurodad's procurement policies.

B. PROJECT MANAGEMENT & MEAL

1. Support the implementation & updating of Eurodad's Monitoring, Evaluation, Accountability & Learning (MEAL) framework and systems
2. Support project and grant management as required including compilation, verification and filing of supporting documents and liaison with project partners.

D. COMMUNICATIONS

1. Support the smooth running of Eurodad's digital communications tools, including uploading to the website, social media support and the continued roll out of Eurodad's new CRM system.
2. Support coordination with Eurodad's external suppliers, including overseeing the translation of Eurodad content where required
3. Support the communications team during busy periods including the Eurodad International Conference, online events, the dissemination of reports and other specific projects as agreed.

Archiving & Monitoring

1. Maintain Eurodad's archives, library and publications by designing a user-friendly maintenance system allowing for quick access and tracking of stocks (eg an electronic index).
2. Support monitoring of dissemination efforts including number of physical copies distributed (as per index) and number of downloads

This role description is not prescriptive and the post-holder may be required to undertake other tasks reasonably required by the Head of Operations or the Communication Manager in order to support the both teams and fulfil the purpose of the role.

ROLE RELATED EXPERIENCE, SKILLS AND KNOWLEDGE

1. APTITUDE, SKILLS AND KNOWLEDGE

ESSENTIAL

- Fluent English (working language of Eurodad);
- Highly organised, with a commitment to meeting deadlines;
- Proven attention to detail;
- Computer literate and familiar with Word, Excel, PowerPoint and Outlook;
- Team player with ability also to use own initiative and work independently.

DESIRABLE

- Technophile and able to provide basic IT support to colleagues;
- Fluent French or Dutch (working language of Eurodad suppliers);
- Experience of event organisation and/or, website maintenance;
- Basic knowledge of & interest in debates around global poverty reduction, economic justice, development cooperation and relevant European policies.

2. ESSENTIAL EXPERIENCE AND KNOWLEDGE

Some work/ volunteering experience, preferably in an NGO environment:

- Project management, particularly events; and/or
- General office management and administration; and/or
- Communications work.

DESIRABLE

- Educated to at least bachelor degree level or equivalent in a relevant subject;
- Experience of living or working in an international environment. Strong commitment to Eurodad's objectives and cross-cutting priorities: gender equality and climate justice which are integrated across all our work areas.

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european network on
debt and development

Eurodad is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. All employment decisions are made entirely on merit. We strongly encourage persons with disabilities to apply