

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 50 civil society organisations (CSOs) from 20 European countries, which works for transformative yet specific changes to global and European policies, institutions, rules and structures to ensure a democratically controlled, environmentally sustainable financial and economic system that works to eradicate poverty and ensure human rights for all.

Eurodad is an equal opportunity employer and considers applicants for all positions without regard to race, colour, 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.

Candidates are encouraged to review our website: www.eurodad.org and subscribe to our *Development Finance Watch* newsletter for further information. A summary of our 2015-19 Strategy is [here](#). We will adopt a new strategy this year.

Role Purpose:

In this internship position you will help ensure that the essential services required by our small 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 travel arrangements, general office management, financial administration, 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). Attractive benefits package including private Hospitalisation, Ambulatory and Dental insurance (DKV), meal & eco-vouchers, travel insurance and contribution to private pension plan.

JOB DESCRIPTION

A. EVENTS, TRAVEL, OFFICE MANAGEMENT

Meetings and Events Coordination

1. Organize 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. Organize internal meetings (management team meetings, team meetings and away days): book and set up rooms and logistics, support note taking & documentation of the event outcomes.

Travel arrangements

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. GENERAL ADMINISTRATION

1. Assist the Eurodad Operations team during busy periods and provide support as required including compilation, verification and filing of supporting documents, updating of monitoring and reporting tools etc.

C. FINANCE

1. Scan and file invoices and expenses in coordination with the Finance Officer.
2. Verify and file supporting documents ensuring compliance with Belgian regulations and donors' requirements.

D. COMMUNICATIONS

Communications support

1. Support the setting up of Eurodad's new CRM system as required.
2. Support the communications team during busy periods including at events, the dissemination of reports and other specific projects as agreed.

Archiving & Publication dissemination

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).

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 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;
- 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.