



EURODAD OPERATIONS INTERN

Reporting to: Eurodad Operations Manager

About Eurodad: Eurodad (the European Network on Debt and Development) is a network of 58 civil society organisations (CSOs) from 28 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.

Candidates are encouraged to review 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 team in its key functions. This will include, events & travel arrangements, general office management, project management, grants administration, database maintenance and 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 staff, Eurodad members and partners, funders, external suppliers.

Contract & location: Brussels-based, six-month remunerated internship contract (Convention d'Immersion Professionnelle)

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. MEETINGS AND EVENTS COORDINATION

- Organize 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.

- Organize internal meetings (board meetings and team meetings): book and set up rooms and logistics, support note taking & documentation of the event outcomes.
- Support the organization of the Eurodad Policy Forum as required.

B. TRAVEL ARRANGEMENTS

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

C. OFFICE MANAGEMENT

- Support efficient office functioning, including online & offline filing, managing the post and answering general external queries.
- 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.

D. HUMAN RESOURCES

- Support recruitment processes by arranging the logistics for tests and interviews

ROLE RELATED EXPERIENCE, SKILLS AND KNOWLEDGE

A. EXPERIENCE

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; ideally experienced in Google apps and/or Microsoft 365 management.
- Fluent French or Dutch (working language of Eurodad suppliers);
- Experience of event organisation

B. APTITUDE, SKILLS AND KNOWLEDGE

Essential

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

- Completed secondary education
- Event management, particularly events; and/or
- General office management and administration; and/or

Desirable

- 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. Basic knowledge or interests in debates around economic justice is considered a plus.

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