



## Project and Communications Assistant

Location: Netherlands

Hours: Full time, 38 hrs/week

Deadline to apply: 30 April 2022

### About ECNL

The [European Center for Not-for-Profit Law Stichting](http://www.ecnl.org) (ECNL) works to create legal and policy environments that enable individuals, movements and organisations to exercise and protect their civic freedoms. Our objective is to put into action transformational ideas that address pressing human rights challenges.

### About the position

The Project and Communications Assistant supports ECNL's programme teams in the implementation of the projects and related fundraising efforts, and as part of the comms team, helps maintain the communication and online profile of the organisation.

### What you will do:

- Provide administrative and operation support on implementation of projects;
- Assist in projects' financial resources management, efficient procurement and logistical services;
- Assist with project partner and donor communication, to guarantee smooth implementation of administrative and financial activities of the projects;
- Maintain up-to-date files and records of project documentation, ensure they uploaded into internal and external systems;
- Provide logistical support for workshops and other meetings, process travel arrangements;
- Draft and edit written materials, including posts on website and social media, newsletter, ECNL narrative reports to donors and authorities...etc.;
- Assist with web and social media channels maintenance and development;
- Create content based on ECNL's branding guidelines.

### Skills and experience required:

- University degree in International Relations, Public Policy, Business Administration, Communications or a related field in alignment with the human rights sector;
- English and Dutch language proficiency;
- More than 3 full years of comparable professional experience in project support or communications assistant role;
- Strong computer skills: MS Office and Adobe InDesign is a must. Understanding of Canva, Adobe Photoshop and After Effects is an advantage;
- High level of accuracy and attention to detail;
- Good organisational and communication skills;
- Proven ability to handle multiple tasks, prioritise, perform under pressure and work both in a multinational team and independently;
- Ability to be effective while working remotely;
- Familiarity with non-profit sector and international work environment is an advantage.



**Remuneration and details:**

This is a full-time position located in the Netherlands. The successful candidate must already possess the right to work in the country.

ECNL offers competitive compensation in line with your skills and experience. ECNL provides benefits such as pension contribution, health insurance package (including life insurance, total disability and income protection schemes).

You will enjoy a high level of autonomy and responsibility, family-friendly working hours and home office arrangements.

**Contract type:**

1 year with potential for longer term extension.

**How to apply:**

Send an e-mail to [ecnrecruitment@ecn.org](mailto:ecnrecruitment@ecn.org) with the following documents:

- Résumé/CV with 2 references;
- Cover letter outlining your experience and interest in the position.

Please add “Project and Comms Assistant” in the subject line.

The deadline to apply is **30 April 2022**, but we are accepting applications on a rolling basis.

We thank you for your interest. Only those selected for further screening or an interview will be contacted.