



INTERNSHIP – EXECUTIVE ASSISTANT TO THE EXECUTIVE DIRECTOR

Reports to: Executive Director
Job location: Brussels, Belgium
Duration: 6 months (min.)

Nonviolent Peaceforce (NP) is an unarmed civilian peacekeeping force that works to reduce violence in conflict zones. We collaborate with local partners to provide proactive presence and protective accompaniment for individuals and communities at risk, and create safe spaces within which different actors can engage to manage and resolve conflict. We are looking for a dynamic self-starter to work closely in support of our Executive Director.

This unpaid internship vacancy will report to the Executive Director. Based on NP's commitment to professional development, expectations for interns are high. In return, interns can expect a challenging environment which will prepare them for full-time employment in a professional setting. Our past interns are now working for institutions in Brussels and in international organizations worldwide. If you like routine, relish bureaucracy or are looking to put your feet up, this position is not for you. If you are hungry for a challenge, possess immense enthusiasm and stamina, and think you can provide effective support to NP's senior international leadership, we want to hear from you.

Key Functions

The Executive Assistant to the Executive Director (ED) will be assigned the following functions:

- Coordinate ED's schedule in relation to NP staff and external to NP
- Coordinate incoming emails and other materials and informed needed by ED
- Draft agendas for meetings of senior management, directors' team, International Governing Council, and related committees in conjunction with ED
- Minute meetings of senior management, directors' team, International Governing Council, and related committees, distribute minutes to relevant staff members and correct
- Maintain electronic and hard copy files of all official minutes, make available to staff members as appropriate
- Provide general support to senior management, directors' team, International Governing Council, and related committees
- Maintain information on NP internal network
- Manage hard copy storage of all official documents not specifically managed by another department

- Coordinate logistics of visitors to NP HQ, including accommodation and travel arrangements
- Divert and delegate workload that can be executed without ED's involvement
- Ensure / initiate follow-up on all matters directed to the ED's office (correspondence, telephone queries, etc.) requiring action during ED's frequent absences, facilitate effective liaison across NP
- Coordinate and research complicated travel arrangements, meetings and schedules, and maintain ED's diary
- Prepare and draft correspondence
- Complete expense reports
- Review relevant articles, press extracts and internal reports to ensure ED's awareness of latest developments
- Assist ED in preparation of dossiers, data analysis, preparation of recommendations, etc.
- Perform other task as assigned by ED

Competencies and Experience

- Compelling written and verbal communication skills in English, command of additional languages (especially French) a distinct advantage
- Outstanding self-organization and task management skills
- Positive, constructive attitude toward a fast-paced work environment
- Proven cross-cultural effectiveness
- Demonstrated interest in international peace and conflict issues
- Familiarity with results-based management, project-cycle management, and logical frameworks an asset
- Some practical knowledge of fundraising, focusing on multilateral and bilateral donors, an asset
- Command of MS Office suite, spreadsheets, databases essential; knowledge of desktop publishing, Flash, HTML, and design tools (Illustrator, Photoshop, Quark) an advantage
- Candidates must possess, at minimum, a university degree in a related discipline

Application Process

Interested candidates are invited to submit a motivation letter and CV to npeurope@nonviolentpeaceforce.org, subject heading "Executive Assistant to ED." Recruitment and selection takes place on a rolling basis. Only shortlisted candidates will be contacted.

NP is committed to creating a professional global workforce that is representative of our movement's extraordinary diversity and breadth. To that end, NP undertakes proactive employment equity and affirmative action measures to achieve a diverse workforce. Women, persons who come from the Global South, members of visible minority communities from the Global North, and / or persons with disabilities are encouraged to identify themselves as such in their applications for this internship.