

Fundación Educación para el Empleo

Program Assistant

Madrid, Spain

*Do you want to do a job that really makes a difference? Are you energetic, creative and self-motivated?
Apply to join the Fundación Educación para el Empleo (EuropEFE) team as Program Assistant*

About the Organization

EuropEFE is the European hub of the Education For Employment Network (EFE), the leading youth employment organisation in the Middle East and North Africa (MENA), providing unemployed disadvantaged youth with the skills and opportunities they need to build careers that create a better future for themselves, their communities, and their countries, while helping companies find the talent they need to continue growing. We operate in Egypt, Jordan, Palestine, Morocco, Tunisia, Yemen, Saudi Arabia, and Algeria, with global hubs in Europe, the US, and the UAE. We have established over 2,700 public and private partnerships with local, regional, and international partners, and are enjoying a period of rapid growth. In order to continue scaling-up and ensure sustainability, we are investing in developing our valued-based approach to private-sector companies.

Position Summary

Reporting to the Senior Program Manager, the Program Assistant will work closely with EFE's Algeria team, as well as with staff across the EFE network. This position offers an excellent opportunity to continue to develop skills and experience within a growing international brand.

Main responsibilities

- Contribute to develop and update project work plans and budgets, ensuring compliance to deadlines and donor requirements.
- Compile research and summary documents, file project documents and monitor budget.
- Support tracking, monitoring and evaluation of projects.
- Compile and file interim and final narrative and financial project reports.
- Support coordination of activities with local partners, including organizing trips to affiliate countries to support project monitoring and provide technical assistance.
- Provide administrative, financial and logistical support to organize meetings, conference calls, travel arrangements and expense reports and prepare and/or edit meeting minutes, presentations, and spreadsheets.
- Submission of proper supporting documents for requests for payments and disbursements and filling of documents in the required formats and standards.
- Maintenance of required administrative records – e.g. invoices, travel-related files, etc.
- Support proposal design and project development and implementation, and identify funding opportunities.
- Assist the Senior Program Manager with other ad hoc tasks as required, with the flexibility and initiative to support the wider team goals.

Experience, skills and qualifications

Essential

- BA/BS degree from a top university in a social field (e.g. Development Cooperation, International Relations/Political Sciences; Economics, Law, or related areas)
- 1-3 years of experience in the non-profit international development sector, with a proven track record in proposal development and project implementation and reporting

- Fluency in French and English
- Excellent communication skills, both verbal and written
- Strong proposal writing skills (both narrative and budget development skills)
- Competency in financial management of budgets and monthly accounts.
- Strong copywriting and presentation skills, with a keen eye for detail
- Good organisation, time-management and forward planning
- Strong work ethics and ability to work independently and in a team

Desirable

- Experience in the MENA region
- Arabic language skills
- Design skills (Adobe Suite – InDesign, Photoshop, Illustrator, etc.) and photography and video editing skills
- Experience as a volunteer, intern or employee at an NGO or international organization

Compensation: Commensurate with experience. Salary range 13,500-16,000 Euros (gross).

To Apply: Send a cover letter and CV to europa@efe.org with PA POSITION in the subject line. Please tailor your cover letter to highlight how your qualifications meet the credentials listed above. Apply ASAP - applications will be reviewed as they are received and we seek to fill this role immediately.

Note: *EuropeEFE is an equal opportunity employer. It is EuropeEFE's policy to seek out and hire, at all levels, individuals without regard to race, religion, age, colour, nationality, sex, sexual orientation, veteran status, or physical ability. We affirm our policy of offering equal employment opportunities to all individuals through our hiring practices.*