Vacancy Announcement for Project Assistant

The Philanthropy Europe Association (Philea) is looking for an intern who will:

- Support the work of Philea’s Anticipate cluster in the management of the philanthropy infrastructure community (PEX), by coordinating community events and communications
- Work closely with the Head of Foresight and Innovation and the Programme Manager – Membership and Foresight in the implementation of the “Futures Philanthropy” programme
- Be someone who values the importance of collaboration and trust, believes in the power of collective impact, is eager to learn, and advocates for everyone to have a voice and equal opportunities
- Be available to work full time

Duration:
An initial period of six months which may be subject to extension
Starting date: as soon as possible

Competencies:

Required:
- Excellent ability to plan and coordinate activities and events
- Excellent oral and written communication skills, especially when dealing with external audiences
- Demonstrated ability to work independently
- Attention to detail
- Ability to maintain databases and conduct desktop research
- C2 level in English (listening, writing, speaking)
- You must have the right to live and work in Belgium

Desired:
- Experience or keen interest in the civil society or philanthropy sector

Advantage:
- Knowledge of another European language
Our offer:
Based in Brussels, Belgium, this role offers you the opportunity to live and work in the heart of Europe.

Benefits include:
- Remuneration in accordance with Belgian law (€977.52 per month)
- Daily meal vouchers (€8 net per working day)
- Reimbursement of public transport (monthly Brussels metro pass reimbursement for €49)
- Reimbursement of a language course (up to €62.50 per year)
- One return trip to the intern’s home country (up to €150 per year)
- Home office allowance (€75 per month)
- Workplace accident insurance
- A friendly, open working environment

How to apply
Please send your application (1 page cover letter + CV in English) by 20 January to jobs@philea.eu quoting the following reference “Project Assistant – Anticipate Cluster”.

Applications will be reviewed on a rolling basis, so we strongly encourage early applications. Please note only shortlisted candidates will be contacted. All applications will be treated confidentially.

We are committed to diversity and inclusion in our organisation. We strongly encourage candidates from historically disadvantaged or marginalised groups to apply.
About Philanthropy Europe Association (Philea)

We are the voice of European philanthropy. Our purpose is to harness its immense multidimensional potential.

Philea nurtures a diverse and inclusive ecosystem of foundations, philanthropic organisations and networks in over 30 countries that work for the common good. We unite over 10,000 public-benefit foundations that seek to improve life for people and communities in Europe and around the world.

We want to inspire, connect and represent the European philanthropy sector and enhance its role as a credible and trustworthy partner, today and tomorrow. We foster collaboration in order to increase synergies, scale up innovation and use our voice to impact policy that enables positive change.

We believe that philanthropy in Europe plays a unique, risk-taking role in sparking innovation and acting as a catalyst for good.

We want to connect citizens and communities with philanthropic organisations and contribute to building more resilient, sustainable and just societies.

www.philea.eu