Philea | Philanthropy Europe Association

info@philea.eu
Philanthropy House, Rue Royale 94,
1000 Brussels Belgium

Vacancy Announcement for Executive Office Coordinator

The Philanthropy Europe Association (Philea) is seeking a proactive and dynamic all-rounder to support our CEO and Executive Office. As a key member of the team, you will:

- Provide all-round support in the organisations' strategic planning and implementation.
- Manage our CEO's complex calendar and activities.
- Ensure that our CEO's time is utilised effectively in relationships with external stakeholders and internal staff.
- Review our CEO's email communications and provide timely responses as needed.
- Manage and coordinate our CEO's travel arrangements, expenditures, and other related tasks.
- Support in organising flagship events, retreats, in-person/online meetings; including catering and logistic operations.
- Coordinate Executive Office meetings, team meetings, and retreats, prepare and format presentations, assemble working documents, track meeting minutes and timely follow-up of all action items.
- Maintain files associated with the Executive Office, enter and secure data in appropriate organisational data management systems, and provide administrative support to ad-hoc projects.
- Contribute to a positive empowering, caring and learning team culture.
- Be someone who values collaboration and generates 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:

Indefinite

Starting date: as soon as possible

Competencies:

Required:

- At least 3 years of professional experience in a similar role
- Ability to follow through on assignments/duties in a timely and complete manner. Attention to detail and accuracy in all assignments.
- Excellent verbal and written communication skills including grammar, spelling, and proofreading.
- Strategic thinker, strong analytical, communication and coordination skills.
- Advanced use of Microsoft 365 platforms and experience in using multiple databases
- Proactive and positive attitude with a willingness to accept varied assignments.
- C2 level in English (listening, writing, speaking)
- You must have the right to live and work in Belgium.

Desired:

- Any additional European language

Advantage:

- Experience in membership associations/non-profit environments

Our offer:

Based in Brussels, Belgium this placement offers you the opportunity to live and work in the heart of Europe.

Benefits include:

- A competitive salary package (13th salary, holiday pay, transportation)
- Home office allowance
- Meal vouchers
- Flexible work schedules, remote work up to 4 days a week, and the possibility of working remotely from outside of Belgium for longer periods of time
- Additional holidays
- Training and personal development budget

- Group health and pension insurance
- A friendly, open working environment

How to apply

Please send your application (cover letter + CV in English + salary expectations) by 30 June to jobs@philea.eu quoting the following reference “Executive Office Coordinator”.

Applications will be reviewed on a rolling basis, so we strongly encourage early applications.

Interviews will take place between 10 – 14 July.

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