

Vacancy Announcement for Personal Assistant to the CEO

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:

- 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 events, retreats, in-person/online meetings; including catering and logistic operations.
- 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.
- Possibility to work part-time.

Duration:

Indefinite

Starting date: as soon as possible

Competencies:

Required:

- Strong interpersonal skills, especially understanding and active listening
- 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.
- 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:

- Monthly salary range is from 3058 euros to 3539.60 euros (gross), commensurate with experience in a similar position or function (13th salary, holiday pay, transportation)
- Home office allowance
- Meal vouchers
- Flexible work schedules, remote work from Belgium up to 4 days a week, and the possibility of working remotely 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) by **10 October** to jobs@philea.eu quoting the following reference "PA to the CEO".

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