

Vacancy Announcement for Project Assistant (internship)

The Philanthropy Europe Association (Philea) is looking for a Project Assistant (internship) who will:

- Support the work of Philea's Anticipate cluster that is in charge of the [Futures Philanthropy](#) initiative and [PEX](#), a European community of over 350 philanthropy infrastructure practitioners
- Provide all-round support to the Head of Foresight and Innovation in the coordination of activities for Futures Philanthropy and the PEX communities
- Be someone who is attentive to detail, 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

Please note that EU Citizenship or a Belgian Residence Permit is required for this role.

Duration:

An initial period of six months and 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
- Attention to detail and demonstrated ability to work independently
- Ability to maintain databases and conduct research and summarise findings
- Experience with community management is a plus
- C2 level in English (listening, writing, speaking)

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 (€997.09 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 CV in English and your answers to **all 3 questions below** by February 15 to jobs@philea.eu quoting the following reference “**Internship-Anticipate Cluster**”.

1. What interests you about working for Philea and on the PEX and Futures Philanthropy initiatives? (max 100 words)
2. How would you define community and what are the key ingredients to a successful one? (max 100 words)
3. If you were to develop a research methodology on trends and developments impacting society and philanthropy in Europe, what steps would you suggest? (max 100 words)

We would like to read how you are reflecting on the questions above to give us a better of the thinking and experience you could bring to the role. Use of generative AI platforms in your answers will result in disqualifying your application.

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