

Vacancy Announcement for Project Assistant (internship)

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

The Philanthropy Europe Association (Philea) is looking for a Project Assistant (internship) who will assist the Network Manager of Transnational Giving Europe in the day-to-day coordination of the network, the optimisation of its processes, its digital strategy and the management of its operational tools (transnational giving platform, validation platform, etc.).

The internship will provide an opportunity to get to know the world of philanthropy and foundations working at the European level. It will require a high degree of flexibility, diplomacy, learning and international communication.

Roles and responsibilities:

- Participate in the day-to-day management of the network and its logistics (conference calls, statistics, annual report, minute taking and facilitating follow-up actions).
- Contribute to the running and management of the network's flagship Transnational Online Giving platform (creation of online donation pages, preparation of statistics).
- Develop the efficiency of the network (review, update and create working documents) and improve its operational tools (Grant Eligibility Application Platform).
- Develop the external communication and promotion of the network: provide content for social media accounts (LinkedIn, Facebook), update the TGE website, prepare e-news campaigns.

Duration:

An initial period of six months and may be subject to extension.

Starting date: as soon as possible

Competencies:

Required:

- C2 level in English (listening, writing, speaking)



- Master's degree (European or International politics)
- Excellent planning and organisational skills
- Demonstrated interpersonal skills
- Knowledge of MS Office: Word, Outlook, Excel, PowerPoint, SharePoint

Desired:

- Experience in project management
- Ability to identify opportunities and take initiatives

Advantage:

- Experience in working on a European level
- Demonstrated ability to interact and establish good rapport with multicultural stakeholders
- Any other European languages

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 (€1060 per month)
- Daily meal vouchers (€8 net per working day)
- Reimbursement of public transport (monthly Brussels public transport pass reimbursement for €55)
- 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 the following to jobs@philea.eu by **15 December** quoting the following reference “**Internship-TGE**”:

- You CV in English
- Your current location
- Two professional references who can confirm the information provided in your CV
- Your earliest possible start date

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

One of the initiatives to which Philea contributes is the Transnational Giving Europe Network.

About Transnational Giving Europe (TGE)

The TGE network enables European individual and corporate donors to make cross-border donations to the non-profit organisations they wish to support across Europe and to benefit from tax advantages available in their country of residence in a secured legal and fiscal framework.

Thanks to its strong member partnership and its collaboration with other advocacy entities in Europe, Transnational Giving Europe aims at accelerating the creation of a single market for philanthropy, through activities such as digital development, the search for new partner foundations and the provision of practical information on philanthropy in Europe.

<https://www.transnationalgiving.eu/>