Vacancy at FEBEA

Communication & Operations assistant

Main Responsibilities

Communication (40%)

- Support the organisation of events such as conferences, workshops, training sessions, and advocacy initiatives.
- Research data about FEBEA's members to ensure accurate representation of FEBEA's overall performance.
- Collaborate with the communications team to contribute to FEBEA's Annual Report.
- Assist in updating and editing communication tools and documents (briefs, presentations, reports,..)

Operations (60%)

- Providing administrative and organisational support to the activities related to the EU projects and funded projects alongside the rest of the Team;
- Support administrative, financial and reporting processes for EU and international projects;
- Provide administrative and operational support FEBEA's team in various areas, including Policy, Communications, Events, Projects and Administration.
- Implement administrative systems and procedures, including payments, purchases, reimbursements, invoice management, office management.
- Implement administrative tasks linked to the issuing and payment of payrolls and contractual benefits, manage relations with HR-related providers
- Responding to internal and external requests for information, handling phone calls, correspondence, and coordination of agendas of the project team.

Skills and Requirements

- Bachelor's degree in relevant fields
- Proficiency in English (spoken and written), as it is the team's working language.
- Knowledge of any other language spoken in the European Union is an asset.
- Interest in Ethical Finance, Social Finance, the Social Economy, Cooperativism, or other forms of social and environmental impact
- Knowledge of communication tools such as Canva, Mailchimp, …
- Ability to conduct independent research.
- Quick learner with adaptability to new challenges.

- Motivation to work in a multicultural and multilingual environment in Brussels
- Proven ability to plan tasks effectively and work collaboratively in teams.

What We Offer

- An opportunity to work with a multicultural team in Brussels.
- Insights into accessing and engaging with EU institutions.
- Exposure to diverse realities of ethical and social finance.
- Belgian Contract of "convention d'immersion professionnelle" - CIP registered under Belgium law. The position foresees an allowance of 1.200 Euro gross for a full time position
- Benefits including meal vouchers (7 EUR / day, teleworking allowance (148 EUR /month), complementary health insurance, reimbursement of local public transports)
- Location: Brussels with possibility of occasional remote working according to internal policies
- Travels to specific events in Europe

  NB. The work is intended to be carried out in Brussels. Please note that you must have the right to work and live in Belgium by the start of employment to be considered for this position.

Timeline & Commitment

- The contract will cover 6 months. Renewal of the collaboration is subject to available funding.
- Full time or part time, to be agreed with the candidate

Application and Selection Process

Please send your application in English via email to **recruitment@febea.org.**

The subject line of your application email should follow this format "Name_Surname_Application_ASSISTANT".

Your application should include:

- A cover letter (maximum 2 pages) detailing your motivation to work in the field of Ethical Finance.
- A detailed CV (preferably in Europass format).

Important: Applications that do not comply with these submission instructions will not be considered.

<u>Given the expected high number of applications, only shortlisted candidates will be contacted</u>

Timeline

- Deadline for submission of complete applications: **9th May 2025**
- **Interviews will be organised on a rolling basis**

Expected starting date: 1st of June 2025.

FEBEA is committed to fostering equal opportunities for everyone, regardless of background. We value diversity and lived experiences, and we acknowledge the underrepresentation of certain groups. Our inclusive and supportive work environment ensures all team members feel respected and empowered to fulfill their potential.

For more details on our HR policies, please refer to FEBEA's HR policy at www.febea.org

About FEBEA

Founded in Brussels in 2001, FEBEA is the European Federation of Ethical and Alternative Banks and Financiers. It brings together 33 banks and financial institutions from 17 European countries with the aim of developing ethical and social finance in Europe.

To achieve this, FEBEA focuses on:
- Supporting the exchange of information, experiences, and cooperation between national networks and social economy and finance practitioners across Europe and the European Free Trade Area.
- Representing its members at EU institutions and other financial and political organizations, leveraging influence at different political levels.
- Actively supporting members' efforts in creating banking and financial instruments that align with their goals.

For more information, visit www.febea.org