



## *European Journalism Centre (EJC)*

### VACANCY NOTICE

#### **ASSISTANT TO THE DIRECTOR OF PROGRAMMES**

The Assistant to the Director of Programmes, based in Brussels, will support the *EJC Director of Programmes* in daily office management and key-strategic planning.

#### **The ideal candidate would have the following skills and qualities:**

- BA education + minimum 3-5 years' experience in a similar role;
- Thorough knowledge (oral and written) of English and French; knowledge of other EU languages is an additional asset;
- Excellent communication & organisational skills;
- Proven abilities to use electronic office equipment (word processing, e-mail, internet, power-point, etc.);
- Energetic and highly motivated, with the ability to work under pressure;
- Familiarity with EU administrative procedures and terminology;
- Experience from international working groups and project management;
- Mature and discreet

The *EJC* offers a demanding job within a dynamic international environment, an attractive, performance-orientated salary and corresponding benefits as well as a high level of responsibility.

### **Application procedure:**

For applications to be valid, candidates must submit:

- A detailed curriculum vitae
- A letter of motivation

Supporting documents showing evidence of the information given in the application documents may be requested at a later stage.

Candidates may apply in French or English, though the use of English is encouraged to facilitate the selection process.

Applications should be sent to: **jobs@ejc.net**

Further details of the Centre's activities may be found at:  
**<http://www.ejc.net>**



*The European Journalism Centre (EJC) is an independent, international, non-profit institute dedicated to maintaining the highest standards in journalism, primarily through the further training of journalists and media professionals. Building on its extensive international network, the Centre operates as a facilitator and partner in a wide variety of training and research projects.*