



European Journalism Centre (EJC)

VACANCY NOTICE

PROJECT ASSISTANT / SECRETARY

The Project Assistant / Secretary, based in Brussels, will assist *EJC* project activity staff in order to develop and organise short-term further training seminars, conferences, and workshops for journalists, journalism students & media professionals from all over Europe and elsewhere.

Job description

The job consists of various tasks including:

- final lay-out of programmes and relevant material / folders for seminars' participants;
- general contact and help for course leaders, lecturers and participants;
- all practical arrangements for seminars: seminar room and equipment, meals, transportation etc.
- answering various requests (mail or phone); receiving visitors; general *EJC* promotion;
- keeping all documents filed and updated;
- assisting in finalizing and collecting reports;
- general office administration tasks.

Eligibility Criteria

Essential

- Thorough knowledge of English and French; knowledge of other EU languages is an additional asset;
- Successful completion of an advanced level of secondary education;
- Excellent communication & organisational skills;
- Proven abilities to use electronic office equipment (word processing, e-mail, internet, power-point, etc.);
- Ability to work under pressure;

- Able to make frequent phone calls and produce timely and professional correspondence.

Advantageous

- Familiarity with EU administrative procedures and terminology;
- Experience from international working groups and projects;
- Motivated, dynamic personality with strong aptitude for team work.

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.