CAN Europe, Europe's largest coalition working on climate and energy issues, is currently seeking a highly motivated and dynamic Office Coordinator to join our team in Brussels. S/he will collaborate with the administrative management of CAN Europe and provide a full range of administrative support to the team and the network. Specific responsibilities are outlined in the attached job description.

**Required qualifications:**
- Relevant education, training or experience;
- Minimum 3 years of experience in office management or administration;
- Experience in event management;
- Excellent spoken and written English, fluency in French or Dutch;
- Organisational, interpersonal skills, flexibility, and reliability;
- Excellent problem-solving and communication skills;
- Values working within an international team and network across different cultures;
- Management of multiple tasks.

**Preferred/desirable qualifications:**
- Knowledge and/or experience with Belgian employment legislation is considered an asset;
- Relevant professional or voluntary experience within NGOs or in an international network;
- Computer skills;
- Interest in IT, ability to provide support to colleagues.

This position is based within the CAN Europe secretariat, which houses our team of 23 staff members, in Mundo-B, the sustainable NGO office space near the St. Boniface neighbourhood of Brussels. This half-time position is based on a Belgian open-ended contract. Extra benefits include lunch vouchers, reimbursement of local transport costs, phone costs, eco and sport vouchers.

To apply, please send a letter of motivation and CV to jobs@caneurope.org.

**The letter of motivation should clearly demonstrate why you want the job, stating why you wish to work for a climate NGO and how your skills and experience are relevant for the job requirements detailed above**

Closing date for applications: **noon on 23rd November 2018**
Interviews preferably the week of 26th November 2018
Expected start date: As soon as possible thereafter

**Contact**
Phone inquiries to Cinda Ayachi, HR and Office Coordinator, +32 2 894 46 70 or cinda@caneurope.org
# CAN Europe Job Description

<table>
<thead>
<tr>
<th>Position/Title</th>
<th>Office Coordinator</th>
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## Goal of Position
Responsible for provision of essential services and office infrastructure necessary for CAN Europe’s operations and event logistics.

## Main functions & responsibilities

### Office management
- Ensure that the general operations of the organisation are carried out in accordance with relevant laws and regulations
- Make necessary arrangements to ensure an effective and healthy working environment for the team
- Provide secretariat services to the organisation and team as required, e.g. with regard to general written or phone enquiries
- Organise purchases as required by office activities, ranging from stationery to furniture to canteen supplies and electronics
- Liaison with external service providers and contractors, including but not limited to landlords, catering services, telephone and IT providers
- Ensure that the office policies of CAN Europe are up to date and communicated to all staff members
- Support the Head of Operations and Administrative Coordinator in HR administrative matters as required (contracts, trainings, hirings )

### Event logistics
- Support team members in making timely travel arrangements for external engagements in line with the CAN Europe travel policy
- Liaise with team members on events organised in the name of CAN Europe (bi-annual General Assemblies and other workshops /meetings /conferences) and support them with making necessary arrangements with service providers, including location, catering, accommodation, travel
- Support the creation of an effective team and work environment for all staff, including through the organisation of staff meetings & staff activities (staff retreats)

### Additional input to internal affairs
- Liaise with Green10 office managers on issues of common interest
- Participate in admin team meetings and team-wide processes and matters relevant to the organisation as a whole as required
- Support and provide back-up for other members of the admin team
- Admin Coordinator or Head of Operations are your back up in case of absence

## Supervisory responsibilities
None
<table>
<thead>
<tr>
<th>Line management</th>
<th>This position is managed by Head of Operations</th>
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<tbody>
<tr>
<td>Time requirements</td>
<td>Half-time (50%)</td>
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<table>
<thead>
<tr>
<th>% of Time</th>
<th>Main team responsibilities</th>
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<tbody>
<tr>
<td>30</td>
<td>Administration and finances</td>
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<tr>
<td>10</td>
<td>Management and planning</td>
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<tr>
<td>10</td>
<td>Communication and representation</td>
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<td>0</td>
<td>Capacity and outreach</td>
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<tr>
<td>0</td>
<td>Policy work and coordination</td>
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<tr>
<td>50</td>
<td>TOTAL</td>
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<table>
<thead>
<tr>
<th>% of Time</th>
<th>Specific responsibilities</th>
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<tbody>
<tr>
<td>25</td>
<td>Office Management</td>
</tr>
<tr>
<td>20</td>
<td>Event logistics</td>
</tr>
<tr>
<td>5</td>
<td>Internal affairs</td>
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<tr>
<td>50</td>
<td>TOTAL</td>
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