

Fundación Educación para el Empleo

Programme Assistant

Madrid, Spain / Remote work

Do you want to do a job that really makes a difference? Are you energetic, creative and self-motivated? Apply to join the Fundación Educación para el Empleo (EFE-Europe) team, as Programme Assistant

About the Organisation

EFE-Europe is the European hub of the Education For Employment Network (EFE), the leading youth employment organisation in the Middle East and North Africa (MENA), providing unemployed youth with the skills and opportunities they need to build careers that create a better future for themselves, their communities, and their countries, while helping companies find the talent they need to continue growing. We operate in Algeria, Egypt, Jordan, Palestine, Morocco, Saudi Arabia, Tunisia, UAE, and Yemen, with global hubs in Europe (Madrid, Spain), the US, and the UAE.

Position Summary

Reporting directly to the Business Development Manager and transversally to the Director of Programmes and Business Development, the Programme Assistant will work closely with EFE-Europe's Programme and Business Development teams, as well as with staff across the EFE Network, providing assistance in overall project management. The position will involve working in projects across EFE's countries of operation, and offers an excellent opportunity to continue to develop skills and experience within a growing international brand.

Main responsibilities

- **Programmatic Support:**
 - Provide administrative, financial and logistical support to organise project activities, in-person or online meetings, travel arrangements and expense reports, and prepare and/or edit meeting minutes, presentations, and spreadsheets.
 - Contribute to developing and updating project work plans and budgets, ensuring compliance with deadlines and donor requirements.
 - Compile research and summary documents, and draft, compile and file project documents including interim and final narrative and financial project reports and annexes.
 - Support tracking, monitoring and evaluation of projects.
 - Support training activities by, among others, registering project beneficiaries in EFE's e-learning platform and providing local consultants with the required documents and links for the trainings.
 - Support coordination of activities with local partners, including organising trips to support project monitoring and provide technical assistance.
- **Project-related Administrative Support:**
 - Prospect for and contact local service/good providers to request quotes, invoices, etc.
 - Compile required administrative records – e.g. invoices, travel-related files, procurement for services and expenditures, OFAC/SAM cross-checking, etc. – and cross-check invoices against project budgets.
 - Submit required supporting documents for requests for payments and disbursements, and filling of documents in the required formats and standards.
- **Communications:**
 - Coordinate, draft and format project posts for social media dissemination, both in specific project accounts as well as EFE-Europe's general accounts (Twitter, LinkedIn, Facebook and Instagram).
 - Update communications materials (brochures, briefings, project presentations, etc.).
- **Fundraising:**
 - Support the organisation's fundraising efforts including by conducting research, proposal writing and development of fundraising-related content.
- **Other:** Assist the Director of Programmes and Business Development and the Business Development Manager with other ad hoc tasks as required, with the flexibility and initiative to support the wider team goals.

Experience, skills and qualifications

Essential

- BA/BS degree from a top university in a social field (e.g. Development Cooperation, International Relations/Political Sciences; Economics, Law, or related areas)
- Minimum of 1 year of experience in the non-profit international development sector, with a proven track record in project implementation, reporting and communications
- Fluency in English, French and Arabic mandatory (native or native-equivalent)
- Excellent communication skills in the three languages, both verbal and written
- Strong social media skills
- Knowledge of/willingness to self-learn in terms of design skills (Infogram, Adobe Suite – InDesign, Photoshop, Illustrator, Canva, etc.) and photography and video editing skills
- Strong copywriting and presentation skills, with a keen eye for detail
- Good organisation, time-management and forward planning
- Strong work ethics and ability to work independently and in a team

Desirable

- Spanish language skills
- Good knowledge of the local dialect in one of EFE's countries of operation (oral level)
- Experience in the MENA region
- Experience as a volunteer, intern or employee at an NGO or international organisation
- Background knowledge/experience in communications highly desirable

Compensation: Commensurate with experience.

To Apply: Send a cover letter and CV to europa@efe.org with "PA POSITION" in the subject line. Please tailor your cover letter to highlight how your qualifications meet the credentials listed above. Candidates are encouraged to apply early as we seek to fill this role immediately, and applications will be reviewed as they are received.

Note: *EFE-Europe is an equal opportunity employer. It is EFE-Europe's policy to seek out and hire, at all levels, individuals without regard to race, religion, age, colour, nationality, gender, sexual orientation, or physical ability. We affirm our policy of offering equal employment opportunities to all individuals through our hiring practices.*