

# Job Title: Part-time Office Assistant (International Non-Profit Organization)

June 2023

## European Association for Gestalt Therapy

The European Association for Gestalt Therapy (EAGT) speaks on behalf of 24 national organizations from 23 European countries and beyond. EAGT was founded in 1985 with the aim of promoting Gestalt therapy and Organizational Gestalt in Europe and abroad, pooling and sharing knowledge and resources, promoting a high professional standard for Gestalt approach and supporting research.



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## Job Summary

We are seeking a well-organized and self-motivated Office Assistant for our dynamic international non-profit organization. As the Office Assistant reporting to the Office Manager, you will work in a small team and play an important role in ensuring the smooth functioning of our virtual office environment. Your responsibilities will primarily include administrative tasks such as handling membership applications, maintaining digital records, organizing online and hybrid meetings in various European cities, supporting accounting, and supporting various teams and projects remotely.

The language of communication in the organization is English, so fluency in written and spoken English is required.

The ideal candidate should have good organizational skills, excellent communication skills and the flexibility to adapt to a virtual, multicultural work environment.

## Responsibilities

1. Working in a small team, with external accounting and IT advice.

2. Administrative Support:

- Admission of new members based on internal procedures, communication with candidates and members.
- Maintenance of the database and digital archives in cooperation with the IT department.
- Perform administrative tasks, including virtual correspondence, scheduling meetings and organizing electronic files.
- Prepare documents and data entry for accounting office, clarify matters related to membership fees and travel expenses.

### 3. Meeting Assistance:

- Maintains records, including minutes and other relevant documentation, in collaboration with the team and under the supervision of the Office Manager.
- Assist in setting up and managing virtual meeting platforms, resolving technical issues and assisting participants as needed.
- Assist in coordinating regular online meetings as well as hybrid meetings in different European cities 3-4 times a year, making sure participants are well informed and all necessary materials are prepared.
- Takes care of travel arrangements, accommodation and logistics for in-person meetings of the officers.

### 4. Communication and collaboration:

- Contact person for internal teams, external partners and stakeholders.
- Facilitate effective communication and collaboration between teams by organising meetings, virtual conferences, forums and workshops.
- Assist in the preparation and dissemination of internal communications and announcements.

### 5. Digital records management:

- Assist in the development and maintenance of a comprehensive and well-organised digital filing system, including accounting software.
- Ensure the security and confidentiality of digital documents while complying with relevant privacy legislation.
- Assist team members in organizing and retrieving files as needed.

### 6. Team Support:

- Provide administrative support to remote members of the working team, committees and working groups.

### **Qualifications**

- Bachelor's degree, preferably in business administration, office management, or a related field (or equivalent work experience).
- Proven experience as an office assistant, administrative assistant, or similar role in an international environment.
- Good organizational and time management skills and ability to complete tasks independently.

- Strong communication skills, both written and verbal, with proficiency in English (additional languages are a plus, Dutch language in particular).
- Strong interpersonal skills and ability to work with diverse teams and stakeholders.
- Proficient with virtual meeting platforms (e.g., Zoom, Microsoft Teams, Google Meet) and collaboration tools (e.g., Google Workspace, Microsoft Office 365).
- Experience with the design and operation of an Office 365-based database and archive are a plus.
- Technically savvy and able to troubleshoot basic technical issues.
- Ability to work independently and adapt to a virtual work environment with minimal supervision.
- Demonstrate accuracy and attention to data confidentiality.

**Conditions**

20 hours a week

Net salary per month: 700-900 EUR according to experience

Note: This job description is intended to outline the general duties and qualifications of the Assistant Manager. It is not an exhaustive list and additional duties may be assigned depending on the needs of the organization.

We offer a competitive salary and opportunities for professional growth and development. If you are passionate about supporting international nonprofit work and have the skills and qualifications listed above, we encourage you to apply.

Send CV to: [executive@eagt.org](mailto:executive@eagt.org)