

Terms of reference | Projects and communication assistant

Interested in working internationally? Passionate about the arts and circus? Looking for a multidisciplinary experience in the non-profit sector? We are looking for a hard-working individual to join our small and dynamic team as a **projects and communication assistant**, starting as soon as possible.

Caravan is an international youth and social circus network of 35 circus schools from across Europe, the Middle East, Africa, and Asia, that advocates for the positive impact of youth and social circus. The network was established in 2008 by 6 European circus schools, with a common goal to use social circus as an educational tool and to dedicate this work to groups from disadvantaged backgrounds with specific needs.

Caravan's head office is based at the Circus school of Brussels, in Brussels, Belgium.

For more information, please visit: www.caravancircusnetwork.eu

The role

Under the guidance and responsibility of Caravan's Development manager, you would support Caravan's daily work in all aspects with a focus on administrative & financial project management as well as on communication. More specifically, the tasks will include:

- Assist **project management** aspects in terms of internal coordination between partners and reporting to donors (administrative and financial);
- Support **Caravan's external communication** efforts (Community management, content creation and maintenance of Caravan's social media channels as well as updating the website and generating content for the Caravan monthly newsletter);
- Support **Caravan's internal communication** between members;
- Support **logistical needs** (statutory meetings preparation and projects activities).

Person specification

- Strong ability to be creative, multitask and resourceful;
- Good network and communication skills;
- Fluent in English (native English speaker would be an asset). Any additional language (French, Spanish, Arabic) would be great!
- Good written skills;
- At least two year of experience working for the non-profit sector, preferably in an intercultural and international working environment. Working experience with European project management would be an asset.

Conditions

This is an open-ended contract expected to start as soon as possible. Hours are 19 hours (50%) per week and can be flexible to suit the employee. The position is based in Ecole de Cirque de Bruxelles. Normally weekend work is not required except during Caravan events. Overtime will be compensated in time off in lieu.

Monthly salary will depend on employee's experience and on CESSOC Salary grade scale.

How to apply?

Send your CV (max. two pages) and letter of motivation (max. one page) addressed to Camille Henry, Caravan Development manager at info@caravancircusnetwork.eu.

Deadline is Wednesday, November 11, 2020.