

**The European Platform for Rehabilitation (EPR) asbl/vzw**  
Is looking for an  
**Administration and Communication Assistant**

To join the secretariat starting from 20<sup>th</sup> May 2020, dependent on working restrictions relating to the COVID-19 measures

For full description and how to apply see below.

**General information about EPR**

We invite you to visit [www.epr.eu](http://www.epr.eu) and [www.equass.be](http://www.equass.be) to find out more about EPR's aims, activities and structure.

**Tasks**

*EQUASS Unit (80%)*

- Support to the operational coordination of EQUASS activities, particularly processes relating to EQUASS certification
- Practical and logistical support of EQUASS events (training sessions, seminars, internal meetings)
- Monitoring and maintaining records, database of clients and suppliers
- Support to communication activities (databases, updating and writing for website, newsletters, social media)
- Various other tasks as assigned

*EPR Membership Services (20%)*

- Practical and logistical support of EPR events (e.g. conferences, training sessions, internal meetings)
- Support to communication activities (updating and writing for website, newsletters, social media)
- Other tasks depending on experience and interests

**Profile**

***Essential***

- Post-secondary education degree or equivalent work experience
- Fluent English
- Strong organisational skills, self-starter, willing to perform administrative tasks
- Attention to detail
- Strong written communication skills
- Advanced MS Office skills (Word, Excel databases), internet, email
- Proactive, efficient and motivated, flexible, team-player
- Committed to non-discrimination and equal opportunities for people with disabilities

### ***Desirable***

- Familiarity with the social services sector
- Experience in event organisation
- Knowledge of other EU languages
- Experience in developing social media content
- Experience in writing news articles and reports
- Knowledge and use of desktop publishing software (Adobe Illustrator), content management systems (Joomla or Word Press), Mailchimp

### **General information concerning the contract**

This should be the candidate's first paid employment in Belgium and they should not have already completed a Convention d'Immersion Professionnelle/Beroepsinlevingsstage. The initial contract would last 6 months (38 hours a week).

Arrangements would be made for a handover and induction online if necessary.

EPR offers a CIP allowance of 850€/month and a public transport allowance. EPR also offers flexible work arrangements, including the possibility to work remotely part-time.

### **How to apply**

Interested persons should apply **by 16.00 CEST on April 30<sup>th</sup> 2020** by sending:

- A completed application form (replaces the cover letter) which you can download [on](#) the webpage
- CV in **Europass** format<sup>1</sup>

***Send your applications by email to [equass@equass.be](mailto:equass@equass.be)***

Only short-listed candidates will be contacted for interview (online). Interviews will take place at the start of the week of the 4<sup>th</sup> of May. EPR may also interview candidates prior to these dates.

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<sup>1</sup> For reference see <http://europass.cedefop.europa.eu/europass/home/hornav/Downloads/navigate.action>